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August 27, 2007

The Honorable Kimberly D. Bose
Acting Secretary
Federal Energy Regulatory Commission
888 First Street, N.E.
Room 1A
Washington, DC 20426

Re: Oroville Facilities, FERC Project No. 2100; California Department of Water Resources' Comments on the Final Environmental Impact Statement

Dear Ms. Bose:

Enclosed are the California Department of Water Resources' Comments on the Final Environmental Impact Statement for the Oroville Facilities. If you have any questions or need any additional information regarding this matter, please do not hesitate to contact the undersigned.

Respectfully submitted,

Michael A. Swiger
Counsel to the California
Department of Water Resources

cc: Service list

Oroville Facilities Relicensing P-2100
DWR Comments on the
FERC Final Environmental Impact Statement (FEIS)

Chapter 1.0 Purpose of Action and Need for Power

No comments.

Chapter 2.0 Proposed Action and Alternatives

2.1 No-Action Alternative
2.2.1 Existing Project Facilities

Page 16

"The project encompasses 41,540 acres …"

Comment: The statement above is incorrect. Table 5.2-1 *Land ownership in the study area* (pp. 5-11), Final Land Use Study Report L-1 correctly cites total federal, State, and project land acreages as 6,240, 34,900, and 41,140 acres respectively. The total project land acreage reported in the PDEA of 41,200 was incorrect due to rounding.

Comment one of DWR Appendix A Technical Comments and Clarifications on the DEIS indicated that the correct federal land acreage is 6,240 acres which is a 340 acre increase from 5,900 acres shown in the DEIS. This correction should not have changed the total acreage to 41,540; instead a corresponding reduction was necessary to the state lands amount. In summary, total project lands encompass 41,140 acres, of which 6,240 are federal lands and 34,900 are State lands.

Page 26

"If implemented, modifications would be completed within 10 years of license issuance."

The Settlement Agreement (SA) does not stipulate that the modifications under Article A108 will be completed within 10 years. The SA (Proposed License Article A107) states that, "Upon completion of the Facilities Modification(s) as provided in A108, and no later than the end of year 10 following license issuance, Table 107A temperatures shall become requirements." The intent of this provision was that the Table 107A temperatures will become requirements of the license upon completion of the Facilities Modification(s), or by the end of year 10, whichever comes first. This 10 year timeline only applies to Table 107A, relating to the fish hatchery. The Facilities Modification(s) themselves, however, could take longer than 10 years.

2.3.5 Staff Alternative

Page 39, bullet #4:

Change "armadas" to "ramadas," an auto Word conversion. Need to do a search and fix throughout.

Chapter 3.0 Environmental Analysis

3.3.2 Water Quality and Quantity

3.3.2.1 Affected Environment - Water Quantity

Page 65, first paragraph in section:

The USGS gage is incorrectly cited. It is 11407000.

Page 74, Table 14:

Service area contribution for 2002 should be 925 TAF not 25 taf.

3.3.2.2 Environmental Effects – Water Quantity

Page 93, first full paragraph in section, second sentence:

"Additionally, a river valve would be replaced or refurbished under Measure B108, Flow/Temperature to Support Anadromous Fish. The modification would likely occur prior to issuance of a new license."

Comment: The SA does not provide that river valve modifications will be done before a new license is issued. This is a discretionary action on the part of DWR. The initial evaluation into potential modifications to the river valves was undertaken as part of the reconnaissance study but no definite conclusions were reached. The river valve options will be further evaluated as part of the Proposed License Article A108 Feasibility Study.

Water Quality - Staff Analysis

Feather River Fish Hatchery – Staff Analysis

Page 101, third paragraph:

The analysis assumes the river outlet withdraws water 350 feet below the maximum pool of 900 feet, or at elevation 550 feet. In reality, the conduit plumbed to the river valves (Diversion Tunnel #2) has two Lake Oroville intakes-one at elevation 340 feet and the other at elevation 230 feet. So, the river valves draw water from approximately 560-670 feet below normal maximum pool and approximately 300-410 feet below normal minimum pool for Lake Oroville. These low level river valve intakes increase the likelihood that hatchery water temperatures can be achieved even during low Lake Oroville elevations.

3.3.6 Recreational Resources

3.3.6.2 Environmental Impacts, Recreation Management Plan Trails and Trail Analysis – Staff Analysis

Page 256, second paragraph, second sentence:

The citation "…1991 DWR Trail Handbook (DWR, 1991)" is incorrect. The Trail Handbook is a publication of the California Department of Parks and Recreation (DPR), not DWR; the correct citation should be "…1991 DPR Trail Handbook (DPR, 1991)."

Page 261, footnote 84:

The California Recreational Trails Committee policies are found at http://www.parks.ca.gov/pages/1324/files/2005-06_trails_policy.pdf

Page 266

Again the reference to "DWR's" trail standards should be to DPR's trail standards.

3.3.7.1 Affected Environment – Land Use

Page 282, Table 54:

The acreage for DPR, State and project lands shown as 22,100, 35,300 and 41,540 in the table are erroneous. Please decrease the DPR land management acreage by 400 acres from 22,100 acres to 21,700 acres. The sum of State land acreage should be 34,900 acres and the sum for project lands should be 41,140 acres.

Page 288 Table 56:

Similar adjustments as indicated above are needed to keep the total project land at 41,140 acres.

3.3.10 Socioeconomics

Page 332

The text in the *Fire Protection and Emergency Services* section of the DEIS was revised based on information from Butte County but does not accurately describe primary agency responsibility for fire protection and emergency services when it states that "Butte County has the primary responsibility for most fire protection and emergency services."

In regards to fire protection responsibilities, roughly 75 percent of the project area, including lands surrounding Lake Oroville and along the Feather River downstream to roughly Thermalito Diversion Dam, are contained in a State Responsibility Area, and are therefore the primary responsibility of the State through the California Department of Forestry and Fire Protection (CDF) for responding to wildland fire calls. Thermalito Forebay, Thermalito Afterbay, and the Oroville Wildlife Area are in Local Responsibility Areas, and are therefore the primary responsibility of the City of Oroville and Butte County for all types of fire-related calls, depending on the location of specific incidents. Throughout the

unincorporated area of Butte County, Butte County Fire Department (BCFD) is responsible for responding to structural fire calls.

In regards to emergency service calls, BCFD has primary financial responsibility for responding to medical emergency calls in all unincorporated areas of Butte County, although DPR has primary responsibility for responding to emergency services calls in the Lake Oroville State Recreation Area (LOSRA). Calls from the project area are most likely to be rescue-related or for medical emergencies, with DPR and California Highway Patrol (CHP) sometimes receiving the initial call, which may then be passed along to the most appropriate responder (Butte County Office of the Chief Administrative Officer, February 2006). Within the LOSRA, including Lake Oroville, DPR rangers who have EMT or equivalent certifications are the first responders for emergency calls (pers. comm., Feazel 2006). Additionally, CDF/BCFD fire department personnel often respond to calls for emergency services in the LOSRA and are the primary responders to emergency services calls elsewhere in unincorporated Butte County.

According to Butte County, BCFD responds to many calls for service in the project area, including emergency medical, fire, rescue, and hazardous materials calls (Butte County Office of the Chief Administrative Officer 2006). Although call data specific to the entire project area are not available, the department reportedly responded to more than 51 emergency services calls in 2004 and 47 calls in 2005 in the Lake Oroville portion of the project area (Butte County Office of the Chief Administrative Officer 2006). Countywide, BCFD responded to 10,588 incidents in 2003 and 10,368 incidents in 2004 (Butte County 2005), indicating that emergency services calls in the Lake Oroville portion of the project area accounted for less than 0.5 percent of BCFD's total calls in 2004.

DPR confirms that BCFD personnel (including contracted CDF personnel) respond to calls for emergency medical services within the LOSRA, with or without DPR's request for assistance. DPR, however, estimates that BCFD personnel respond to only 20–25 calls for service within the LOSRA each year, with most of those responses not requested by DPR (pers. comm., Feazel 2006).

Page 332

The text in the *Traffic and Road Maintenance* section from the DEIS was revised presumably based on information from Butte County but does not correctly characterize road maintenance responsibilities when it states that maintenance of local roadways in the project area is the responsibility of the Butte County Public Works Department. In fact, roadways used by recreationists accessing Oroville Facilities sites include those maintained by several State and local agencies, including heavily used State Route (SR) 70 and SR 162, which are maintained by Caltrans; several local roadways that are maintained by the City of Oroville Public Works Department (within Oroville) and Butte County Public Works Department (within the unincorporated area); and roadways within the project

area and the Lake Oroville State Recreation Area, which are maintained by DWR and DPR, respectively.

3.3.10.2 Affected Environment

Page 335, Table 69:

O&M-Related Sales Tax Revenue Calculation

In Table 69 of the FEIS, FERC staff downwardly revised its DEIS estimate of the amount of sales tax revenue generated for Butte County by Oroville Facilities O&M-related expenditures from $32,900 to $1,000. This revision was based on a comment on the DEIS made by Regional and Economic Sciences (December 2006) that included calculations that purportedly demonstrate that the $15,427,200 in current O&M expenditures by State agencies could not possibly generate the $32,900 in sales tax revenue to Butte County estimated by the Economic-Fiscal Model that was used by DWR to estimate the sales tax revenue effects of the Oroville Facilities.

While the calculations contained in the Regional and Economic Sciences comment are generally correct, the calculations are based on the assumption that the $32,900 in sales tax revenue estimated by the Economic-Fiscal Model is attributable *solely* to State O&M expenditures, which is an erroneous assumption. In fact, the sales tax revenue estimate generated by the Economic-Fiscal Model reflects not only sales tax revenue generated directly by O&M expenditures but also the sales tax revenue indirectly generated by the spending of the population in Butte County supported by the economic activity generated by State O&M expenditures. This population-supported sales tax revenue accounts for most of the estimated $32,900 in revenue directly and indirectly generated by State O&M expenditures.

According to the internal population calculations of the Economic-Fiscal Model, which uses a ratio of population to jobs to calculate the population change attributable to increased employment, State O&M spending directly and indirectly supports an estimated population of 1,150 within Butte County (residing within both incorporated and unincorporated areas of the county). This population purchases goods subject to sales taxes at businesses throughout the county, including businesses in the unincorporated part of Butte County. The Economic-Fiscal Model assigned the estimated taxable spending of the population supported by State O&M expenditures to incorporated and unincorporated areas of the county based on current spending patterns within Butte County, and then applied the 1% local sales tax rate to the estimated sales in the unincorporated portion of the county to generate the estimated sales tax revenue received by Butte County. This modeling procedure resulted in an estimate of $32,900 in sales tax revenue directly and indirectly generated by State O&M spending. Therefore, the $32,900 sales tax revenue estimate contained in the DEIS is the correct estimate rather than the revised $1,000 estimate contained in the FEIS.

Page 337

The text in the *Law Enforcement, Criminal Justice and Crucial Asset Protection Expenses* section of the DEIS was not revised and does not accurately describe project visitor-related effects on the Butte County Sheriff's Department. As stated in the FEIS text, Butte County estimates that approximately 50 percent of the calls that come in to DPR annually are referred to the County Sheriff's Office. This service demand on the Butte County Sheriff's Department generated by project visitors is disputed by DPR. According to DPR, Butte County Sheriff's Department personnel rarely enter the LOSRA to respond to law enforcement calls and are rarely called to back up DPR calls. Additionally, the Sheriff's Department has the option to decline to respond to calls in the LOSRA, as it reportedly did when asked to respond to a 911 call in 2006. The major exception to these optional responsibilities is calls from DPR to the Butte County Sheriff's Department for search and rescue assistance, which the sheriff's department is legally mandated to provide (pers. comm., Feazel 2006).

Page 338

In the *Law Enforcement, Criminal Justice, and Crucial Asset Protection Expenses* section, the FEIS states that, "Under Measure B111, *Oroville Wildlife Area Funding*, in Appendix B of the Settlement Agreement (DWR, 2006a), DWR proposes to provide funding to DFG to manage the OWA. The funding is estimated at $350,000 annually to support 5.5 full-time positions to address public safety, recreational management, facilities management and protection, and fish and wildlife resource protection; $232,000 to purchase equipment; and $82,500 annually to be spent by DFG for expenses related to managing the OWA." Similarly, on page 349 of the *Cumulative Impacts* section, it is again stated that Measure B111 would provide for 5.5 full-time positions for the OWA. This information is no longer correct. An interagency agreement between DFG and DWR, signed in accordance with Section B111, provides an estimated $850,000 annually to support 9.5 full-time positions (two of which are full-time, peace officer positions), in part to provide additional public safety in the OWA.

Page 343

Payments in Lieu of Taxes

Property Tax Revenue Calculation

In the *Payments in Lieu of Taxes* section of the FEIS, FERC staff revised its estimates of foregone property tax revenue resulting from development of the Oroville Facilities, concluding in the FEIS that a revenue loss in the range of $1.0 million (for project land only in private rather than public ownership) and $6.9 million (for Oroville Facilities in private rather than public ownership) annually was a reasonable estimate of the County's foregone annual tax revenue. This revision was based on the following comment on the draft EIS by FMY Associates (December 2006) that purportedly pointed out flaws in the staff assessment presented in the draft EIS.

> The DEIS correctly states that the CH2M Hill study does not address the two alternative methods used to arrive at the value of taxes lost to the County based on the January 2006 Socioeconomic Report by FMY; namely: (i) FMY's estimate of the potential tax revenues that would be associated with the Big Bend power project is it were still operating; or (ii) the FMY estimate of the potential tax revenue from the Oroville Project if it were privately owned. Unfortunately, the DEIS then proceeds to analyze the latter case using an erroneous tax rate of 0.13% (provided by CH2M Hill), which results in a lost tax revenue to Butte County of $893,170 per year. In the state of California, and according to the Board of Equalization methodology, which would be applied in this case, 100% of the revenue from the 1.0% property tax rate goes to the County when such tax rate is applied to power plants of greater than 50 MW's. See http://www.boe.ca.gov/proptaxes/pdf/SAM-FINAL2003.pdf. As discussed below, once this error in tax rate is corrected, the resulting tax loss to Butte County is equal to $6.9 million per year, as we found.

Thus, according to the FMY Associates comment, the County would receive all of the property tax revenue generated by the 1.0 percent property tax rate if the Oroville Facilities were privately owned. In the analysis presented in the draft EIS, FERC staff had assumed that Butte County would receive 13 percent (the average allocation of property tax revenues to Butte County generated by total property tax revenue collections in the county) rather than all of the revenue generated by the 1.0 percent property tax.

As indicated in its comment, FMY Associates cites a California State Board of Equalization document as the basis for its claim that Butte County would receive all of the revenue generated by the 1.0 percent property tax rate. A review of this document (*State Assessment Manual*, March 2003), however, does not support FMY Associates' contention. According to information on page 8 of this document, an electric generation facility shall be considered a state-assessed unitary property if the facility has a generation capacity of 50 megawatts or more. On pages 30 and 31 of the document, which addresses the allocation of the value of electrical generation facilities, the document states that:

> The *revenues* derived from the application of the tax rate to the assessed value allocated to a tax rate area pursuant to paragraph (1) *shall be allocated among the jurisdictions in that tax rate area, in those same percentage shares that property tax revenues derived from locally assessed property are allocated to those jurisdictions in that tax rate area,* subject to any allocation and payment of funds as provided in subdivision (b) of Section 33670 of the Health and Safety Code, and subject to any modifications or adjustments pursuant to Sections 99 and 99.2 (*emphasis added*).

This guidance indicates that property tax revenue generated by an electric generation facility subject to state assessment, such as a privately owned Oroville Facilities project, should be allocated among the jurisdictions in a tax rate area in the same percentage as revenues generated by locally assessed property. For Butte County, this allocation across the county averages 13 percent of the revenue generated by the 1.0 percent tax rate. Hence, FERC staff's revision of its draft EIS estimate of foregone property tax revenue was inappropriate. Applying the correct revenue allocation (13 percent) results in an estimate of foregone property tax revenue caused by the development of the Oroville Facilities in the range of $130,381 to $893,170, as originally estimated by FERC staff in the draft EIS.

Chapter 4.0 Developmental Analysis

No comments.

Chapter 5.0 Staff Conclusions

5.1.1 Staff Alternative (DWR's Proposal with Staff Modifications)
Page 361, Item #13:

"Meet specified water temperature objectives in the low flow and high flow channels according to a two-phase approach. A set of water temperature objectives would be targets up until 10 years after license issuance or completion of facility modifications after which they would become license requirements. Alternative water temperature objectives that are at least as restrictive as DWR's proposal could be developed as part of this program and submitted to the Commission for approval. (Proposed Article A108)"

Comment: These statements are inconsistent with the SA in several respects. As to timing, Table 1 temperatures for the LFC become regulatory requirements after the Facilities Modification(s) are completed, which may occur before or after year 10 of the license. The new Table 2 temperatures for the HFC (to be designated Table 2B) do not become regulatory requirements until after FERC's approval of the Testing Period Report. See Proposed License Article A108.5(b). Further, the revised HFC targets do not have to be as restrictive as Table 2 – the final Table 2 temperatures will be based upon what is demonstrated to be achievable. Only the hatchery (Table 107A) and the LFC (Table 1) targets have to stay as restrictive as those contained in the SA

5.1.2 Rationale for Staff Recommendations
5.1.2.3 Aquatic Resources

Page 370, Last sentence in third full paragraph:

"We note that even if DWR does not modify their facilities, the lower water temperatures would become requirements thereby helping to ensure that colder water temperatures would exist in the Feather River."

Comment: This statement is inconsistent with the SA. Only the hatchery temperature targets will become requirements without facility modifications. Under Proposed License Article A108, however, DWR has committed to propose a Facility Modification to achieve improved temperatures in the LFC and HFC of the Feather River as set forth in greater detail in the SA.

5.1.2.5 Recreation

Page 374, second paragraph, first sentence:

"The Oroville Facilities create settings for reservoir-, river- and land-based activities providing 3 reservoirs, 17 campgrounds, 5 day-use areas, 16 boat ramps, 90 miles of trails and interpretive and information centers at a visitor center and the fish hatchery."

Comment: There are five Project reservoirs (Lake Oroville, Thermalito Diversion Pool, Fish Barrier Pool, Thermalito Forebay and Thermalito Afterbay), not three. All of these are open to some kind of recreational use.

Page 376, *Trail and Developed Recreational Facility Standards*

Page 376 of the FEIS, *Trail and Developed Recreational Facility Standards,* comments that FERC could not find maintenance standards for developed recreation facilities. On page 362 of the FEIS, FERC staff recommendation 31 is to include a provision in the RMP to establish standards for maintaining developed recreation facilities including trails.

The general facility maintenance standards that FERC was seeking are part of DPR's DOM (Department Operations Manual) Section 0800. A copy of this document is attached to these Comments. Since these are DPR maintenance standards, they apply to LOSRA. However, DWR generally applies the standards to Project facilities outside of LOSRA as well, and would continue to do so under the new license. As to DWR's other recreation facilities, DWR performs an annual condition assessment, and makes repairs as required to ensure the facilities are in good working order.

5.5.2 Endangered Species Act

Page 394, second paragraph:

> "As such, we conclude that the project **may be likely to adversely affect**, the bald eagle, giant garter snake, vernal pool fairy shrimp, vernal pool tadpole shrimp, and valley elderberry longhorn beetle."
>
> Comment: The statement above is inconsistent with the USFWS biological opinion issued on April 9, 2007, finding that the proposed project is **not likely to jeopardize** the continued existence of any of the federally listed species that could be found in the project area. FERC should clarify that its earlier finding is superseded by the Biological Opinion.

5.5.5 California Environmental Quality Act

Page 396

> "Because the Water Board must act on DWR's request for a water quality certificate for the Oroville Facilities relicensing (see section 5.5.1, Section 401 of the Clean Water Act—Water Quality Certification), the Water Board has responsibilities as the lead agency under CEQA."
>
> Comment: The FEIS incorrectly states that because the State Water Resources Control Board (SWRCB) has responsibility for the 401 Water Quality Certification, it is the lead CEQA agency. DWR is the Lead Agency and the SWRCB is a Responsible Agency for this project. The SWRCB has discretionary approval power and therefore is considered to be a "responsible agency."

Appendix C

Page C-71, Response #217:

> "Operation of the Oroville Facilities provides considerable flood regulation relative to the pre-dam condition. According to the Corps' Post Flood Assessment for 1983, 1986, 1995, and 1997, Central Valley California (Corps, 1999) flood control operations at the Oroville Facilities reduced the 1997 flow from 302,000 cfs to 160,000 cfs at the dam. The dam and Feather River levees are credited with preventing $1,058,440 in damages."
>
> Comment: Table 5-39 on page 5-47 of the referenced report shows $1,058,440 in thousands. Therefore the last sentence should read "The dam and Feather River levees are credited with preventing $1,058,440,000 in damages."

ATTACHMENT

CHAPTER 08

MAINTENANCE OF FACILITIES

MAINTENANCE OF FACILITIES 0800

Maintenance is the work required to insure effective and efficient utilization of physical facilities. It includes all work required to preserve a facility in such conditions that it may be used for its intended purpose for the optimum length of time. Effective maintenance will result in the best use of resources and the avoidance of lost service and high repair or replacement costs.

MAINTENANCE POLICY 0801

The Department's maintenance policy is to (1) adequately safeguard the natural, historic, and scenic values of each unit, and to (2) obtain maximum economy in the utilization of manpower, material, equipment, and methods used for maintenance activity.

MAINTENANCE PROGRAM OBJECTIVES 0802

While some maintenance tasks may be of a one-time or emergency nature, the Department intends that the vast majority of all maintenance efforts will be systematically planned and scheduled, so as to obtain the best results from limited resources. The objectives of the Operations Division maintenance program, as specified in this Chapter, are as follows:

1) To develop a uniform and orderly maintenance program throughout the park system, insuring an efficient and continuous programmed effort, easy to manage and unaffected by personnel changes; and

2) To identify maintenance budget requirements adequately, realistically, and fairly, in order to:

   a) Insure equitable distribution and efficient use of all available maintenance resources, and avoid improper use of such funds; and to

   b) Facilitate the timely preparation of the Department's budget.

MAINTENANCE PROGRAM DEVELOPMENT 0803

The optimum level of maintenance cannot be calculated with precision. Excessive maintenance produces returns which are less valuable than the effort extended, while insufficient maintenance allows excessively rapid depreciation and costly repairs. The type and degree of maintenance required for any facility is in part a matter of judgment, an estimate which improves with the skill and experience of the maintenance personnel and supervisorial staff. A carefully planned and executed preventive and recurring maintenance program will not only improve maintenance standards and reduce repair costs at the outset, but will provide a fund of information which will allow for the continual refinement and improvement of the maintenance program. For an organization as large and complex as this Department, a systematic approach to maintenance is absolutely essential.

FACILITY DESIGN REVIEW 0804

While the maintenance function emphasizes the upkeep of existing facilities, the responsibility of maintenance personnel also extends into the area of facility planning and design. Field personnel who use and maintain facilities are in the best position to know their good points and their deficiencies. Information and opinions on such matters should be made available to the Department's Development Division, so that successful designs may be recognized and emphasized, and poor designs corrected or avoided in the future.

ROUTING OF REVIEW 0804.1

Area personnel should combine user comment with operating experience and forward constructive suggestions to the District Superintendent. The District should comment and forward the suggestions to the Associate Director for Operations. Liaison between the Operations Division and the Development Division is assigned to the Manager of the Maintenance Services Section.

THE FACILITY MAINTENANCE RECORD SYSTEM 0805

The orderly program of scheduled maintenance requires a practical and permanent system of record keeping. Documents used to implement this program are:

Facility Inventory Listing
DPR 489 - Facility Transaction Document
DPR 472 - Facility Data Sheet
DPR 473 - Schedule for Maintenance or Housekeeping
Facility Schedule Worksheet (Category I)
DPR 474 - Facility Inspection Record
Facility Maintenance Inspection List
Facility Maintenance History Report
DPR 476 - Facility Maintenance History - Work Card
Facility History Error Report
DPR 477 - Maintenance/Housekeeping Spread Sheet

The use of these documents is explained in the following sections.

The facility maintenance program is established and operated at the Area level, under the direct control of the Area Manager or the Maintenance Supervisor. All relevent documents constitute a permanent record and should be centralized in the Area office.

FACILITY INVENTORY LISTING (SEE SAMPLE 0806) 0806

The facility inventory is an accurate and current listing of every physical facility which is (1) within or assigned to the Area and which is (2) either owned by the Department or which the Department is responsible to maintain.

The distribution of the inventory is explained in DAM Chapter 0900 in the section on Inventory Listings.

Additions, deletions or corrections to the inventory should be made in accordance with DAM Chapter 0900 in the section on Class II Property-Improvements (facilities).

FACILITY TRANSACTION DOCUMENT, FORM DPR 489 (SEE SAMPLE 0807) 0807

The following sections provide general information for completing form DPR 489. More specific instructions can be found in DAM Chapter 0900.

FACILITY NUMBERS 0807.1

Each facility (or group of identical facilities) in the entire park system shall have a unique number consisting of the unit number and a facility number. The facility number consists of seven digits and one letter in the form X-0-00-0-000. These two numbers identify the facility by physical location, functional classification, and the specific item within the park where located. The system for assigning facility numbers is uniform throughout the entire State Park System.

CONSTRUCTION OF FACILITY NUMBERS 0807.11

In reading this section, reference should be made to the listing of specific inventory classifications appearing in DOM Section 0807.12.

Facility numbers will be constructed and interpreted in the following manner:

1. The first three digits are the number of the park unit in which the facility is located.
2. The letter following the first three digits identifies the general classification of the facility, e.g., A is for buildings, B is for grounds, etc.
3. The fourth digit, immediately following the letter, identifies the sub-class, if needed, e.g., building, historic.
4. The fifth and sixth digits, if needed, identify the type of facility, e.g., building, historic, house exhibit.

5. The seventh digit, if needed, identifies the sub-type.

6. The eighth, ninth and tenth digits identify the specific facility of that kind in a park unit. In most cases it is a single digit. Occasionally it is desirable to identify component parts of a system and alphabetic characters are used for this purpose. If one component of a system is given an alpha designation then all components of that system should also be designated with a separate alphabetic code. To provide space for component entries and other future growth, three spaces have been provided on the form DPR 489 for the last entry in the facility number. If the last number is a single digit (normally the case), such as 5, it will be entered as 005. If a component is involved such as 5C, it would be entered as 05C.

In some cases, a fine degree of identification is unnecessary, and the digits lacking specific information are zeroes. Two examples of the coding follow:

A. 301-A-5-05-3-004 is interpreted as follows:

301 is District 3 and the park unit, Donner Memorial State Park

A is the class of facility, a building

5 is the sub-class, public use

05 is the type, a comfort station

3 is the sub-type, three-toilet (women's side)

004 is the particular facility of that kind in the park, the 4th three-toilet (women's side) comfort station at Donner.

B. 608-E-4-00-0-005 is sewer system No. 5 at Huntington State Beach. This facility number may be verified by reference to the inventory classifications in DOM Section 0807.12. Note that the full identification of this facility does not require specification of the "type" or "sub-type," and the corresponding digits are accordingly zero.

NUMERICAL DESIGNATION FOR FACILITY INVENTORY 0807.12

The following system shall be used to assign a numerical designation to every type of facility found in the units of the State Park System. The method by which these numbers are used, and by which facility numbers are constructed, is described in DOM Section 0807.11.

A. Buildings (includes historic structures and ships)

1. Administration and Operations

01 Contact Station/Kiosk (primary use is public contact and/or control of access)
02 Barn
03 Boat House
04 Boiler Plant/Power Plant/Heating Plant/Sewer Plant
05 Conference
06 Firehouse
07 Gas/Oil House
08 Greenhouse (chiefly glass)
09 Lath House
10 Office (primary use is administration but may include public contact)
11 Pump House
12 Shop
13 Storage
  1 Equipment and Automotive vehicle (primary use is to house vehicles and equipment)
  2 Supplies/tools
14 Tank House (if part of a water system, include with the system)
15 Ticket Center
16 Tower, Lifeguard (main)
17 Utility (used for both storage of supplies or equipment and a shop)
18 Miscellaneous - City-County, G.S.A., B.S.A., Radio Base Station, Lookout tower, etc.

2. Concession

01 Cabin
02 Gift Shop
03 Hotel/Lodge
04 Ice House
05 Laundry
06 Restaurant/Canteen/Store
07 Theater
08 Miscellaneous
09 Housing-concession, etc.

3. Employee

01 Barracks
02 Cabin
03 Dormitory
04 Garage/Carport (used to house employee vehicles as part of a residence - need not be attached)
  1 1-car
  2 2-car
  3 3-car
  4 4-car
05 Residence
  1 1-bedroom
  2 2-bedroom
  3 3-bedroom
  4 4-bedroom
  5 5-bedroom
06 Trailer House
07 Other

4. Historic (classify by present use, as shown below)

01 Administration/Operations
02 Concession
03 Dwelling
04 Exterior Exhibit (The exterior of the structure adds to the historic scene but no other use.)
05 House Exhibit (Furnish and interpreted like the original.)
06 Museum
07 Ship
08 Storage

5. Public Use

01 Bathhouse (has showers - hot or cold - and a place to change clothes)
02 Dressing Room (a place to change clothes only)
03 Church/Chapel

04 Combination Building (has toilets, laundry, hot or cold showers and dressing stalls)

1
2
3
4 (indicates number of toilets on women's side)
5
6
7

05 Comfort Station (has toilets and lavatories)

1
2
3
4 (indicates number of toilets on women's side)
5
6
7

06 Comfort Station/Dressing Room (has toilets, lavatories, utility wash sink, dressing stalls for women, dressing area for men and cold exterior showers)

1
2
3
4 (indicates number of toilets on women's side)
5
6
7

07 Lounge/Recreation Hall
08 Museum
09 Toilet, Chemical
10 Toilet, Flush (has only one toilet)
11 Toilet, Non-flush (pit-privy, outhouse)
12 Rental Cabins (by DPR)
13 Laundry
14 Waiting Room
15 Other
16 Shower Building

1
2
3 (indicates number of shower heads/stalls on each side)
4
5
6

17 Floating Restrooms

B. Grounds

1. Ground Cover

01 Bed, Flower
02 Herbaceous
03 Lawn
04 Shrub
05 Vine (ivy, ice plant, etc.)
06 Garden, Historic, Period

2. Roadside (where routine, recurring vegetation control is necessary)

3. Trees (individual trees which require annual maintenance)

4. Use Areas (where routine, recurring vegetation control is necessary Note: Camp/Picnic furniture is listed under Structures - Public Use).

01 Campsites
02 Day-use Areas
03 Other

5. Golf Course

6. Lagoon/Lake

7. Trellis

8. Fuelbreak (where routine vegetation control is necessary - does not include fire roads)

C. Roads, Ramps and Parking

1. Barriers/Curbs, vehicle

01 Log/Timber
02 Rock
03 Asphalt
04 Chain/Cable, etc.
05 Stobber

2. Bridge, vehicle

01 Concrete
02 Log/Timber
03 Masonry
04 Steel
05 Other (twin culvert, fords, etc.)

3. Bumper, vehicle

01 Concrete
02 Log/Timber

4. Guard Rail

01 Steel
02 Wood

5. Road

01 Type A Portland cement concrete road - A road consisting of Portland cement concrete with or without a bituminous wearing surface less than one inch in thickness.
1 20'-24' wide
2 16'-19' wide
3 12'-15' wide
4 8'-11' wide

02 Type B Asphalt concrete road - A road on which has been placed a surface course of one inch or more of asphalt concrete. Asphalt concrete having been mixed at a central plant. Chip seal coats may have been applied as a maintenance measure to seal and restore the road surface.
1 20'-24' wide
2 16'-19' wide
3 12'-15' wide
4 8'-11' wide

03 Type C Bituminous surface road - A road on which the surface course consists of one inch or more of mineral aggregate and bituminous binder mixed on or off the roadbed or a road to which has been applied a bituminous surface course (seal coat) with or without chips, the total thickness of the bituminous treated material being less than one inch. This also includes materials mixed in a pugmill with partial control of material grading and proportioning. Chip seal coats may have been applied as a maintenance measure to seal and restore the surface.
1 20'-24' wide
2 16'-19' wide
3 12'-15' wide
4 8'-11' wide

04 Type D Gravel road - A road, the surface of which consists of gravel, broken stone, decomposed granite, shale or other similar fragmental material, with or without an application of liquid asphalt as a dust palliative.
1 20'-24' wide
2 16'-19' wide
3 12'-15' wide
4 8'-11' wide

05 Type E Graded road - A road constructed by grading the existing earth material to permit reasonable convenient use by motor vehicle and drained by longitudinal and transverse drainage systems sufficiency to prevent serious impairment of the road by normal surface runoff, with or without an application of liquid asphalt as a dust palliative.

1 20'-24' wide
2 16'-19' wide
3 12'-15' wide
4 8'-11' wide

06 Type F Unimproved road - Roads using the natural surface and maintained to permit the bare passibility to motor vehicles. Blading and minor improvements may be needed in some areas to keep the road passable.

1 20'-24' wide
2 16'-19' wide
3 12'-15' wide
4 8'-11' wide

6. Parking, General (Public and Service)

01 Type A
1 Campground
2 Service
3 Other

02 Type B
1
2
3

03 Type C
1
2
3

04 Type D
1
2
3

05 Type E
1
2
3

06 Type F
1
2
3

7. Ramp, Boat

01 Type A
02 Type B
03 Type C
04 Type D
05 Type E
06 Type F

8. Parking, Boat Ramp

01 Type A
- 1 Inundated yearly
- 2 Not inundated each year

02 Type B
- 1
- 2

03 Type C
- 1
- 2

04 Type D
- 1
- 2

05 Type E
- 1
- 2

06 Type F
- 1
- 2

D. Structures (other than buildings and bridges)

1. Administration/Operations

01 Bin
02 Cabinet, outdoor/Sheds/Shelters (used to house fire hose, lifesaving equipment, fire wood, etc.)
03 Chute
04 Culvert (if not part of a road system)
05 Fence
- 1 Board, solid (SB)
- 2 Chain link (CL)
- 3 Corral type (CT)
- 4 Grape stake (GS)
- 5 Picket (P)
- 6 Rail and stob (RS)
- 7 Split rail (SR)
- 8 Wire, barbed (BW)
- 9 Wire, woven (WW)
- 0 Other

06 Flagpole
07 Gate
- 1 Metal
- 2 Wood

08 Incinerator/Disposal Area
09 Mast, Radio
10 Pit
11 Rack, Garbage Can/Lube/Vehicle Wash
12 Sign
- 1 Entrance or primary
- 2 All other signs and campsite number posts
- 3 Bronze plaques/Markers

13 Tower, Lifeguard (not main)
14 Vault
15 Wall
16 Platform/Loading Ramp
17 Cold Frame
18 Sump, water hydrant
19 Tree Guard
20 Score Board
21 Trailer Pads w/utilities

2. Marine Facilities

01 Dock
02 Float
03 Gangway
04 Pier
05 Ramp
06 Slip
07 Way
08 Wharf
09 Bulkhead
10 Wind/Channel warning lights/Markers and Buoys
11 Lighthouse
12 Seawall
13 Channel
14 Beach - Manmade

3. Public Use

01 Booth, Phone
02 Corral/Stable, horse
03 Court, Tennis/basketball and other
04 Field, Polo
05 Fireplace/Bar-B-Que (not campsite/picnic stoves)
06 Fountain (all types)
07 Furniture
- 1 Bench
- 2 Cupboard (food locker)
- 3 Fire ring
- 4 Garbage can base/holder
- 5 Stove
- 6 Table
- 7 Garbage can container/cover
- 8 Hot plate

08 Interpretive/Information facilities
- 1 Bulletin Board
- 2 Campfire Center
- 3 Exhibit, outdoor cabinet/shelter

09 Lift, Chair
10 Monument
11 Patio/Plaza
12 Platform/Pavillion/Stand
13 Pool
14 Ramada/Bus stop/Cooking shelter, etc.
15 Ring, Riding
16 Rink, Skating
17 Ski Jump
18 Stairway (not part of a building)
- 1 Concrete/Masonry
- 2 Wood

19 Trailer Dump Station
20 Undercrossing
- 1 Pedestrian
- 2 Vehicle

21 Walk
22 Rack/Sink, fish cleaning
23 Railings/Handrail, hitching, horse
24 Drying Yard, clothes
25 Shuffleboard Court
26 Swings/Bars, etc.
27 Trough, water
28 Shower, exterior
29 Rack, bicycle
30 Wastewater Station

4. Stream

   01 Bank Protection
      1 Concrete crib (CC)
      2 Log crib (LC)
      3 Rock slope (RSP)
      4 Sack concrete (SC)
      5 Gabions (WB)
   02 Dam
      1 Concrete (C)
      2 Earth (E)
   03 Levee

E. Systems (fuel, utility, etc.)

1. Communication (Dept. owned - not public utility; excludes radios, base stations, etc. See equipment.)

2. Electrical (Dept. owned - not public utility. An electrical system serves an area or group of buildings beyond the meter. The wiring in a building is not considered an electric system, rather it is part of the building.)

3. Fuel

   01 L.P.G.
   02 Natural Gas
   03 Oil
   04 Gasoline

4. Sewage (see A-1-04 for sewer plant. A sewage system starts five feet from the exterior of a building and extends to the end of the leach field and includes everything in between.)

5. Water (A water system includes everything from the source(s) to facility or facilities being served. A campground and six buildings served by one storage area is considered one water system. Water lines within a building are part of the building.)

6. Other

   01 Burglar Alarm
   02 Drainage
   03 Fire Alarm
   04 Flood Control
   05 Irrigation
   06 Other
   07 Heating (This applies only to the Blyth Arena at Squaw Valley. The heating system for the average "building" is considered part of the building.)
   08 Grounds Lighting

F. Trails and Foot Bridges

1. Bridge, foot

   01 Concrete (C)
   02 Log/Timber (LT)
   03 Masonry (M)
   04 Steel (S)

2. Trails

   01 Horse or horse and foot (includes California Recreational Trails)
   02 Interpretive
   03 Foot only
   04 Motorcycle
   05 Bicycle

G. Interpretive Objects in Storage

1. Organic Materials

01 Leather
02 Paper - Books, Prints, Drawings, Manuscripts, Maps, Letters, Etc.
03 Textiles
04 Wood
05 Basketry
06 Bone and Ivory

2. Paintings

01 Oil
02 Watercolor

3. Inorganic Materials

01 Metals
02 Ceramics
03 Glass
04 Stone

4. Firearms

01 Rifles
02 Pistols

ADDITIONAL ENTRIES ON DPR 489 FORM 0807.2

The following instructions indicate how the remainder of the DPR 489 form should be completed.

Location in Units: Show where the facility is located within the unit in terms meaningful to Area personnel, e.g., "opposite campsite 33 - Oak Flat Campground".

Construction Type: Show the primary construction by using one or more of the following symbols:

Buildings - Structures

(WF)	wood frame			(RSP)	rock slope protection
(C)	concrete			(SC)	sack concrete
(CB)	concrete block			(LC)	log crib
(S)	steel			(CC)	concrete crib
(L-T)	log/timber			(E)	earth (dam)
(M)	masonry			(A)	adobe
(CA)	cement asbestos			(W)	wood
(FG)	fibre glass			(AC)	asphalt concrete
(AL)	aluminum			(PVC)	poly-vinyl-chloride plastic pipe
(CI)	cast iron	(WB)	wire basket	(CMP)	corrugated metal pipe

Fences

(WW)	woven wire	(WI)	wrought iron
(CL)	chain link	(CT)	corral type
(SB)	solid board	(BW)	barbed wire
(P)	picket	(GS)	grape stake
(RS)	rail and stob	(SR)	split rail

Electric

(OH)	overhead	(UG)	underground

CONSTRUCTION YEAR: Show the year the facility was constructed. If the year is not known, use your most knowledgeable estimate and add "E" after the year, e.g., (43E).

SIZE: (Note: This field is limited to 12 characters.)

Buildings and Structures: Show the overall outside dimension in feet, e.g., (23 x 45).

Fences: Length in lineal feet, e.g., (450 LF.).

Signs - Major: Height and width in feet, e.g., (4 x 10).

Trails: Length in lineal feet, e.g., (7,300 LF.).

Electric System: Size of main conductor(s), length of run and number of buildings, etc., served, e.g., (3-6x600,4bld).

Communication System: Number of instruments and height of line in feet, e.g., (6 x 7200').

Fuel System: Storage capacity in gallons, size of main distribution line, and length of run, e.g., (2000G x 1/2" x 200').

Water System: Storage capacity in gallons and size of main distribution line and number of buildings, etc., served, e.g., (100,000G x 4"; 10 bldg., 150 camps).

Sewage System: Capacity of septic tank in gallons and length of leach field in lineal feet, e.g., (100,000 GPD). In the case of a treatment plant - daily capacity in gallons.

MAINTENANCE RESPONSIBILITY: If the responsibility for maintenance rests with the Department, the "MAINT" item 13 is marked with a 1. If the maintenance responsibility rests with someone other than the Department, it should be marked with a 2.

PROPERTY NUMBER: If the facility has a property number assigned by the Property Unit, this number is shown in the "Property No." column.

SCHEDULED COST: Enter the amount of money scheduled for Category I maintenance for the facility (to the nearest whole dollar).

SCHEDULED HOURS: Enter the number of man hours scheduled for Category I maintenance for the facility (to the nearest whole hour).

INSP PER: Indicate when the facility is to be inspected. (This field is optional. Only Areas wishing to receive the Facility Inspection List need to complete it.) Use one of the following codes:

Daily	Quarterly.	Semiannually.
Daily - Enter DA	Jan, Apr, Jul, Oct - Enter Q1	Jan, Jul - Enter S1
Weekly - Enter WK	Feb, May, Aug, Nov - Enter Q2	Feb, Aug - Enter S2
Monthly - Enter MO	Mar, Jun, Sep, Dec - Enter Q3	Mar, Sep - Enter S3
Annually - Enter the month (two digit number corresponding to the month)		Apr, Oct - Enter S4
		May, Nov - Enter S5
		Jun, Dec - Enter S6

FACILITY DATA SHEET, FORM DPR 472 (SEE SAMPLE 0808) 0808

The Facility Data Sheet provides a detailed descriptive report on the characteristics of each individual facility, as listed on the Facility Inventory. The purpose of the data sheet is to make basic information about each facility readily available, to assist the maintenance efforts of present and future Area personnel.

COMPLETING THE DPR 472 0808.1

Complete one data sheet for each facility or group of identical facilities; e.g., 50 rock masonry stoves. Although most of the pre-printed references on the form pertain to buildings, the DPR 472 should be used to record information about any type of facility by adding appropriate data in the extra spaces provided.

Record only data which is useful, but be sure to include additional information where desirable. Where necessary, additional sheets may be used for supplementary information. If a blank or block does not apply, it need not be used. Completion of the data sheet will not eliminate the need for an up-to-date reference library of as-built drawings, diagrams, manufacturer's instructions, etc. The data sheet shall say where drawings, etc., are located.

The data sheet for a complex system should list all of the major components of the system. In such cases a separate data sheet must be prepared for each of the components listed. For example: a water system may consist of a storage tank, a pump house and a chlorinator. One data sheet will be prepared for the facility (water system) and three additional data sheets prepared for the components - one each for the storage tank, pump house and chlorinator. These three data sheets will show the same facility number as the water system of which they are a part but with the component block checked. If the component is equipment (i.e., hypochlorinator), its property number will be shown.

DESCRIPTION OF ENTRIES 0808.2

The following describes the entries to be made on the Facility Data Sheet.

Area: Show Area Name, i.e., Orange Coast.

Unit: Show name of unit in which the facility is located, i.e., Huntington Beach.

Facility Number: The same number as listed in the left-hand column of the Facility Inventory including the dashes.

Component Block: Check the component block if the data sheet relates only to a component of a complex facility; i.e., a water storage tank which is a component of a water system (see DOM Section 0808).

Property No. of Component: This refers to equipment which is a component of a complex facility; i.e., a hypochlorinator in a water system.

Description of Facility and Location: A brief but accurate identification of the facility; i.e., "paved 120 car parking lot at Dyke 8."

List of Components: If the facility is comprised of a group of fairly major component parts such as a water system, the individual parts should be listed, i.e., 50,000 Gal. water tank, pump house, chlorinator, stream intake dam, etc. (see DOM Section 0808).

Miscellaneous Information: Show the name (if known) of the builder or manufacturer and address or phone number, if known. Show month and year facility or component was constructed or installed. Show original cost (if known) or the estimated current replacement cost.

Reference Material: The specific location of drawings, manufacturer's instructions, maintenance schedules, etc., should be noted so that they can be referred to promptly without wasting time hunting for them.

(Back of DPR 472):

Type of Construction: The headings refer primarily to buildings but also apply in part to other structures. Check the applicable blocks. If the printed definitions do not apply, write in the needed terms after an unused block.

Paint Data: Self-explanatory. An extra sheet may be added to list paint data for a building with different types and/or colors of paint in separate rooms (see DOM Section 0831.3 for color control).

Underground System Data:

Electrical: Check the proper block and show the size of conduit in inches. Show the number of wires and the wire size.

Sewer: Check the proper block and show the size of the line in inches. Indicate whether it is a tight line (T.L.) or leach line (L.L.).

Water: Check the proper block and show the size of the line in inches.

Other Pertinent Data:

List anything else of importance to the maintenance of the particular facility, i.e., glass size and type; door size and type; any unique or special conditions which affect the maintenance effort, etc.

SCHEDULE FOR MAINTENANCE OR HOUSEKEEPING, FORM DPR 473, 0809

The Schedule for Maintenance or Housekeeping, DPR 473, is a form which describes and schedules the routine maintenance or housekeeping required for each facility, as listed on the Facility Inventory. The preparation of a Schedule for every facility in the Area permits a complete description and analysis of its maintenance and housekeeping requirements, allowing proper planning for staffing, equipment, and the orderly achievement of the various tasks.

See following four sample forms (Samples 0809 (1-4) with sample entries). Two sample forms show the maintenance schedule and the housekeeping schedule for the same facility, the third shows a miscellaneous housekeeping schedule for a unit or area, and the fourth shows a maintenance schedule for an exhibit prepared by the **Interpretive Development Unit.**

COMPLETING THE DPR 473 0809.1

The form is used to describe and schedule either routine maintenance or housekeeping for a particular facility, as indicated by checking the appropriate box at the top of the form. Any facility requiring both routine maintenance and housekeeping will have a separate form for each function.

The form(s) will be prepared only once for each facility requiring either routine maintenance or housekeeping, and will be updated or modified only as required. Schedules should be based on manufacturer's suggestions, practical field experience, and the standards and guidelines provided in DOM Sections 0830 and 0840.

Man-hour estimates must be realistic and based on the time it takes an average competent employee to complete the task. Reference to the class "specs" for a position will help. Hours should not be excessive, yet should include time necessary to gather equipment and supplies and travel to the job location and to properly complete the task.

DESCRIPTION OF ENTRIES 0809.2

The following describes the entries to be used on the Schedule for Housekeeping or Maintenance.

Boxes at top of form: Check one of the two boxes, as appropriate.

Job Description: Describe each specific, measurable maintenance task which should be performed on a regular cycle (up to and including 5 years).

Daily to Annual Cycle: Some tasks must be performed daily, some weekly, and so on. Indicate the total man-hours (MH) required daily, weekly, and so on, for each task. For each task, compute the number of man-hours required each year, recording it in the "YRLY M.H." column. Place the annual cost of needed materials in the next column to the right.

Two-to-Five-Year Cycle: Describe tasks scheduled less frequently than once a year, in a manner similar to those just described. If the jobs are to be contracted, write "contract" in the spaces provided for M.H. and materials. Multi-year maintenance jobs should be scheduled so as to average out on an annual basis if possible. For example, an Area with six buildings to paint on a three-year cycle might schedule two per year. Work that would not average out conveniently will be shown in a separate column each year on the DPR 503E form (see DOM Section 0823).

In the columns labeled "next 3 F.Y. scheduled," show the next three years that the job is due (e.g., '79, '82, '85), to insure that these projects are not overlooked in the planning process. Attempt to adjust the scheduling of these projects so that, in combination, they will constitute fairly equal annual workloads. These three columns will be left blank when the form is used to schedule housekeeping tasks.

Personal Services Column: The proper personnel classification needed to perform each task listed is shown in the classification column. The man-hour column should be completed as an aid in determining the total permanent and seasonal help needed to carry out the Area Maintenance Program.

Annual Totals (Bottom of Form):

Show the total money needed annually to perform the maintenance or housekeeping on the facility.

Equipment Requirements: If equipment is needed to perform preventive or recurring maintenance, show the type needed, when needed and whether available in the Area or District. If equipment must be rented, check the box and show the annual amount of equipment rental money needed.

Schedule Prepared By: The individual who prepares the schedule should sign the form at the bottom and date it.

When used as a housekeeping schedule, the form should be completed in the same way at the Maintenance Schedule except that the two-to-five-year cycle is not needed. A DPR 473 should be prepared for each facility which requires housekeeping. A DPR 473, marked "miscellaneous," can be used to list housekeeping tasks which are not directly related to a specific facility; i.e., refuse disposal, litter pick-up, etc. (see sample Form No. 3).

NOTE: The back of the form can be used to list personal services needed by classification, both permanent and seasonal, materials and quantities needed, and other pertinent information.

FACILITY SCHEDULE WORKSHEET (CATEGORY I) (SEE SAMPLE 0810) 0810

The Facility Schedule Worksheet (Category I) is a listing of all the facilities in each Area and is produced by the Systems Development Unit each year. The information entered on this worksheet is used to produce the Facility Maintenance Expenditure Report and Facility Inspection List.

COMPLETING THE FACILITY SCHEDULE WORKSHEET (CATEGORY I) 0810.1

The Area Maintenance Supervisor completes the worksheet annually to reflect the scheduled expenditures for each facility in the area. The inspection period is also completed by Areas who wish to receive the Facility Inspection List.

DESCRIPTION OF ENTRIES 0810.2

The following describes the entries to be made on the Facility Schedule Worksheet (Category I):

SCHEDULED COST: Enter the amount of money scheduled for Category I maintenance for the facility (to the nearest whole dollar).

SCHEDULED MAN HOURS: Enter the number of man hours scheduled for Category I maintenance for the facility (to the nearest whole hour).

INSPEC MON OR PERIOD: Indicate when the facility is to be inspected. Use one of the following codes:

Daily - Enter DA	Quarterly.	Semiannually.
Weekly - Enter WK	Jan, Apr, Jul, Oct - Enter Q1	Jan, Jul - Enter S1
Monthly - Enter MO	Feb, May, Aug, Nov - Enter Q2	Feb, Aug - Enter S2
Annually - Enter the month (two digit number corresponding to the month)	Mar, Jun, Sep, Dec - Enter Q3	Mar, Sep - Enter S3 Apr, Oct - Enter S4 May, Nov - Enter S5 Jun, Dec - Enter S6

FACILITY INSPECTION RECORD, FORM DPR 474 (SEE SAMPLE 0811) 0811

Scheduled inspections form an important component of any maintenance and housekeeping program. A definite inspection schedule will be established and recorded for each facility or group of like facilities, listing the program to be followed and providing space for the inspector to indicate his findings and subsequent actions, if any.

COMPLETING THE DPR 474 0811.1

Different components or aspects of a facility may be inspected at different time periods, so that a single facility may have more than one inspection schedule, to cover all necessary time intervals required for different inspection activities. As a minimum, a thorough inspection of each facility is required at least once a year. More frequent inspections may be desirable, reflecting manufacturer's recommendations, the guidelines of DOM Section 0811.3, weather condition, use patterns, or the judgment of the Area Manager or Maintenance Supervisor. A check list found in DOM Section 0811.4 indicates a number of aspects of major facilities which must be examined or inspected periodically.

DESCRIPTION OF ENTRIES 0811.2

The following describes the entries to be used on the Facility Inspection Record.

Frequency Blocks: A series of blocks is provided on the upper portion of the form to indicate the necessary frequency of inspections. Check the block that applies.

Specific Time Period: Show the specific time that the inspection is due, i.e., "first week in October". The time of year when inspections are scheduled within an Area will be determined by the Area Manager and/or Maintenance Supervisor.

Location of Inspection Checklist for the Facility: All scheduled inspections should follow a written check list to insure that nothing is overlooked. Maintenance personnel should use the check lists provided in DOM Section 0811.4 and/or develop other written, systematic checklists as needed. The physical location of the check list shall be shown in the space provided.

Inspection Record: Each formal inspection shall be recorded on the DPR 474 for the facility involved.

Date: Show date the inspection was completed.

Inspector: The person making the inspection should print his last name and initials.

Repairs/Remarks: If the facility needs no repairs, say so. If repairs are needed list them. Be brief but specific. Use a separate line to list each repair job needed.

Budget Project: If the repairs will require a Project Request (DPR 503F) check (x) this column. After the Project Request is prepared, show the Area Project Number in this column (see DOM Section 0822.11, Entry 4, for explanation of project number).

Repairs Complete: When the repairs have been completed, check (x) this column and include the date and initials of the individual who checked it off.

INSPECTION FREQUENCY GUIDELINES 0811.3

A. BUILDINGS

Foundations: Inspect annually and schedule corrections as required by standards.

Framing: Inspect annually and schedule corrections as required by standards.

Roof: Inspect annually and schedule corrections as required by standards.

Exterior Wall Coverings: Inspect annually and schedule corrections as required by standards.

Interior Walls and Ceilings: Inspect annually and schedule corrections as required by standards.

Electrical Installation: Inspect annually and schedule corrections as required by standards. Clean motors, starters, generators, and other equipment annually; lubricate moving parts according to manufacturer's recommendations. Clean lighting fixtures monthly; replace burned out lamps immediately.

Plumbing Installation: Inspect annually and schedule corrections as required by standards. Clean fixtures daily; replace broken or worn out parts immediately as occurring; drain and flush water heaters annually or as necessary due to local water conditions.

Heating Equipment: Inspect annually and schedule corrections as required by standards. Perform tests as required to ascertain efficiency and adequacy of systems and equipment. Clean duct work, fans and plenums annually; lubricate moving parts according to manufacturer's recommendations; clean motors, pumps and circulators annually; inspect and operate controls semi-annually and make corrections as required to meet standards.

B. GROUNDS

Landscape (Planted Areas): Inspect annually; establish fertilizing, pruning, pest control, mowing and replanting schedule suitable to conditions in each individual park unit.

C. ROADS AND PAVING

Roads, Paved Areas, Parking Spurs: Inspect annually and schedule corrections as required by standards.

D. OTHER STRUCTURES

Bridges and Appurtenant Structures: Inspect annually and schedule corrections as required by standards.

Marine Developments: Inspect structures annually and schedule corrections as required by standards. Inspect machinery and equipment semi-annually and make corrections as required by standards; reduce or remove hazards immediately as occurring or as they are identified.

E. SYSTEMS

Sewage Disposal Systems

Collection System: Inspect annually, schedule corrections and repairs as required to meet standards. Clear stoppages as occurring; flush sections of mains between manholes annually.

Treatment Plant: Inspect septic tanks and leaching fields annually, schedule corrections and repairs to meet standards. Inspect treatment plant structures annually, schedule corrections and repairs to meet standards. Inspect and test power supply annually and correct deficiencies as occurring. Inspect and test pumps and other mechanical equipment semi-annually; service weekly. Maintain up-to-date record of health department test of effluent and sludge. Remove accumulated sludge annually. See that instructions and manuals are available to operating personnel.

Electrical Supply and Distribution Systems

Generating Plant: Inspect structures annually; schedule repairs and corrections to meet requirements of standards. Inspect mechanical equipment semi-annually, major components annually. Maintain up-to-date records of generator out-put and efficiency. Test and operate manually all controls weekly.

Distribution System: Inspect supporting and protective structures annually; schedule repairs and corrections to meet requirements of standards. Inspect and test conductors annually for currents and voltages; inspect and test transformers quarterly, dry out and overhaul bi-annually or whenever changes in service are made. Schedule corrections and repairs to distribution system as required by standards.

Clean motors, starters, generators and other equipment annually; lubricate moving parts according to manufacturer's recommendations. Clean lighting fixtures monthly; replace burned out lamps immediately as occurring.

Water Systems

Water Sources: Inspect springs, wells, catch basins semi-annually; schedule corrections as required by standards. Maintain record of monthly reports and analyses from water utility company. Test quality of water monthly, maintain record. Measure and record quantity of water supplied monthly.

Water Pumping Equipment: Inspect and test pumps, motors, etc., semi-annually, service weekly; inspect and test power supply annually, correct deficiencies as occurring. Inspect structures annually, schedule repairs and corrections as required by standards.

Water Storage Facilities: Inspect reservoirs annually and schedule corrections as required to meet standards. Inspect tanks and appurtenant structures annually; drain and clean tanks annually. Repair and correct deficiencies as required by standards. Check all water level controls and indicators monthly.

Water Treatment Plant: Inspect plant annually; service mechanical components weekly; maintain daily record of water quality; test power supply monthly; maintain daily record of quantity of treated water supplied. Inspect structures annually and schedule corrections as required to meet standards.

Water Distribution: Inspect entire system annually, flush out mains, fire hydrants, pressure tanks; check mains monthly for leaks; operate valves weekly; test and record pressure at control points monthly; test all service pipes and controls monthly.

Gas Supply and Distribution Systems

Inspect storage tanks, pressure reducing valves, piping, valves and services bi-monthly; test all exposed parts for leaks monthly; test concealed piping for leaks monthly; schedule corrections and repairs as required to maintain A.G.A. and N.F.B.V. standards.

Communication and Alarm Systems

Inspect supporting structures (pole lines) annually; make corrections and repairs as required to meet F.C.C. standards; test electrical systems monthly; maintain alarm systems in continuous operation.

F. TRAILS

Inspect annually and schedule corrections as required by standards. Reduce or remove hazards immediately as they are identified.

G. INTERPRETIVE OBJECTS IN STORAGE

Inspect semi-annually. Corrective action as necessary.

INSPECTION CHECK LISTS 0811.4

A check list may be on a daily, weekly, monthly or yearly basis. Make the lists as simple yet complete as possible. Use a one word description for each item if it will call attention to the object that needs checking. Aircraft pilots have successfully used check lists to avoid relying on memory. Any format that will serve your system is a good one. Keep it flexible so you can add to or delete from the listing.

The following set of check lists will not suffice for every facility listed on the Area's Facility Inventory, but they can be used for the major groups of facilities. For additional indications of the scope of maintenance inspections, reference should be made to DOM Section 0830, Maintenance Standards and Methods.

BUILDINGS 0811.41

Present condition of the following:

- Foundations
- Floor System
- Crawl Space Ventilation
- Drainage of Area Under & Around Building
- Framing
  - Walls
  - Roof
  - Partition
  - Porches
  - Stairs
- Heating
  - Furnace
  - Duct System
  - Registers
  - Boiler
  - Radiators
  - Circulation
  - Fuel System
  - Controls
  - Heater Room Access
  - Flue
  - Vent
- Interior Work or Living Space
  - Floors
  - Walls
  - Ceilings
  - Doors
  - Windows
  - Casework
  - Stairs
  - Railings
  - Insulation
  - Weatherstrips
  - Floor Coverings
  - Window Shades
  - Shutters
  - Ventilators, Louvers
- Concrete Work
- Immediate Grounds
- Flagpole
- Exterior Wall Cover
- Exterior Trim and Cornice
- Roof Covering
- Masonry
- Basement
  - Walls
  - Floor
  - Ceiling
  - Stairway
  - Ventilation
- Electrical
  - Lighting Fixtures
  - Lamps
  - Switches
  - Convenience Outlets
  - Wiring System
  - Grounding
  - Load Center
  - Service Entrance
  - Main Disconnect
  - Appliances
  - Other Equipment
- Plumbing
  - Fixtures
  - Trim
  - Waste Lines
  - Vent System
  - Supply Lines
  - Water Heater
  - Bathroom Accessories
  - Other Equipment
- Exterior Exhibits
  - Footings, Bases
  - Immediate Surrounding Area
  - Display Material
  - Enclosures
  - Interpretive Plaques
  - Lighting
  - Access
- Flashings

GROUNDS 0811.42

Condition of:

- Trees and Shrubs
- Lawn or Grass Areas
- Irrigation and Watering Systems
- Headers
- Bulkheads
- Retaining Walls
- Soil
- Drainage Features

ROADS, RAMPS AND PARKING (Including Vehicle Bridges) 0811.43

Present Condition of:

Bridges

- Piers
- Abutments
- Approaches
- Piling
- Caps
- Girders
- Floor System
- Drainage
- Railings
- Structure Above Deck
- Fire Protection
- Lighting
- Curbs
- Cables
- Anchors
- Trusswork

Paved Areas, Roads

- Surface Condition
- Drainage
- Evidence of Settling or Shifting of Subgrade
- Wheel Stops
- Barriers
- Gates
- Curbs
- Visual Obstructions
- Encroachments

STRUCTURES (Other Than Buildings and Bridges) 0811.44

Furniture

Present condition of the following items:

- Stoves
- Cupboards
- Tables
- Garbage Can Bases
- Others
- Seats
- Signs
- Fountains
- Fire Rings

Marine Development

Present condition of the following:

- Accessory Buildings
- Concessionaire Developments
- Groins
- Sheet Piling
- Fenders
- Quay Walls
- Jetties
- Bulkheads
- Sea Walls
- Piers
- Wharves
- Docks
- Ways
- Launching Facilities
- Mooring Facilities
- Electrical Equipment
- Lighting
- Dolphins
- Mechanical Equipment
- Navigational Aids
- Floating Accessories

SYSTEMS 0811.45

Communications

- Batteries
- Poles
- Overhead Lines
- Connections

Electrical Supply and Distribution

Present condition of:

- Generating Plant
- Poles & Pole Hardware, Guys, Anchors
- Cross Arms
- Insulators
- Conductors
- Transformers
- Fuse Cut-outs
- Grounds
- Duct Lines
- Direct Burial Cables
- Potheads
- Boxes
- Junctions
- Metering Equipment
- Switches
- Services
- Controls
- Exterior Lighting

Fuel Supply and Distribution

Present condition of the following items:

- Storage Tanks
- Enclosures
- Valves
- Valve Boxes
- Pressure Control Equipment
- Distribution Piping
- Services
- Special Equipment
- Appliances

Sewerage

Present conditions of the following:

- Sumps
- Leaching Systems
- Interceptors
- Distribution Boxes
- Septic Tanks
- Cesspools
- Sewage Lagoons
- Sewer Piping
- Manholes
- Treatment Plant
- Sludge Drying and Disposal
- Pumping Equipment
- Controls
- Structures
- Fences

Water Supply and Distribution

- Reservoirs
- Storage Tanks
- Water Supply
- Wells
- Pressure Controls
- Services
  - Mains
  - Branches
  - Hydrants
  - Valves
- Other Water Sources
- Treatment Plant
- Pumping Equipment
- Equipment Protection
- Distribution System
- Water Pressure
- Fire Protective System
  - Water Pressure
  - Mains
  - Hydrants
  - Valves

TRAILS (Including Horse Trails Within Unit) 0811.46

- Pavements
- Unpaved Surfaces
- Masonry Work
- Curbs
- Steps
- Headers
- Trail Side Features
- Lighting
- Railings
- Barriers
- Drainage
- Excessive Plant Growth
- Other Hazards
- Directional and Warning Signs

INTERPRETIVE OBJECTS IN STORAGE 0811.47

All Leather Items
Books
Prints
Drawings
Manuscripts
Maps
Letters
Textile Items
Wood Items
Basketry
Bone Objects
Ivory Objects
Oil Paintings
Watercolor Paintings
All Metal Items
Ceramic Objects
Glass Objects
Stone Objects
Rifles
Pistols

FACILITY MAINTENANCE INSPECTION LIST (SEE SAMPLE 0812) 0812

The Facility Maintenance Inspection List provides the Area with a reminder-type listing of the facilities to be inspected during the month. Facility items appear on the list according to the information provided by the Maintenance Supervisor on the Facility Schedule Worksheet (Category I). It is an optional report and is only provided to areas who fill in the "Inspection Month or Period" column on the Worksheet. The Systems Development Unit produces the report monthly.

FACILITY MAINTENANCE HISTORY REPORT (SEE SAMPLE 0813) 0813

The Facility Maintenance History provides a permanent record of the maintenance and repair of each individual facility, as listed on the Facility Inventory. It is produced quarterly by the Systems Development Unit from information provided on the Facility Maintenance History - Work Card. Housekeeping and minor maintenance should be recorded. The information recorded on this report provides a cumulative total of the maintenance costs of the facility and shows the type of work performed. This data will be used when budgeting for the replacement of the facility and will prove helpful to maintenance personnel when they are planning similar jobs.

FACILITY MAINTENANCE HISTORY - WORK CARD, FORM DPR 476 (SEE SAMPLE 0814) 0814

The purpose of the work card is to provide a uniform means to record job or task information. This method will allow for automatic posting of complete and accurate information in the Facility Maintenance History.

COMPLETING THE DPR 476 0814.1

The responsibility for completing the DPR 476 rests with the person assigned the job. The Maintenance Supervisor should insure that the cards are complete and accurate and send them to the Systems Development Unit for processing.

DESCRIPTION OF ENTRIES 0814.2

The following describes the entries to be used on the Facility Maintenance History - Work Card:

Unit Number: Park unit number.

Facility Number: Number from facility inventory.

Facility: Name of facility.

Date: Day, Month, and Year.

Operation Code: Enter "A" if the information on this card is to be added to the Facility Maintenance History, enter "C" if the information on this card is to change information that is already on the Facility Maintenance History, and enter "D" if you wish to delete the history item from the Facility Maintenance History.

Sequence Number: Enter a "1" unless there is more than one card with the same facility number on the same date. These must be numbered sequentially in order to identify each card.

Material Used: List materials used.

Cost: List the cost of materials used and total to the nearest whole dollar. (If you wish to change the cost of a history item which is already on the Facility Maintenance History Report, enter the net amount by which you want the cost changed.)

Expenditure Type: Check the appropriate box. (Do not check more than one box.)

Equipment Used: List any special equipment used on the job and the number of hours it was used.

Personnel Class: All personnel who worked on the job should be shown by classification. Use the numbers indicated and enter in the code blocks.

Man Hours: Show the number of hours each person spent on the job and enter the total to the nearest whole hour. (If you wish to change the hours of a history item which is already on the Facility Maintenance History Report, enter the net amount by which you want the hours changed.)

Work Accomplished: Circle the appropriate number. If "Other Task"-number 12 is circled, fill in the block beside the number.

Additional Description: Enter any further information you desire.

FACILITY HISTORY ERROR REPORT (SEE SAMPLE 0815) 0815

The purpose of this report is to provide a list of the Facility Maintenance History - Work Card DPR 476 transactions which contained errors and could not be processed. The report is sent to each Area quarterly with the Facility Maintenance History Report. Corrected Work Cards (DPR 476) should be completed for each erroneous transaction and sent to Systems Development Unit for processing.

MAINTENANCE/HOUSEKEEPING SPREAD SHEET, FORM DPR 477 (SEE SAMPLE 0816) 0816

The purpose of the spread sheet is to provide a uniform and convenient means of showing the annual maintenance workload in an Area. The information placed on the spread sheets is taken from the schedules for Maintenance or Housekeeping (DPR 473) and shown in a way that provides an overview of what tasks need to be accomplished when, by which classification of personnel, and the number of man hours required. The spread sheet can be an extremely useful tool for the individual responsible for an Area Maintenance Program. If prepared on 12 monthly sheets, a one or two month period can be easily taken out for use in day-to-day scheduling of manpower, equipment and work assignments.

Those items from the DPR 473 forms which must be accomplished as scheduled are to be entered on the DPR 477. Such items, if not accomplished as scheduled, will result in breakdowns, interruption of service, or excessively costly repairs. Examples include scheduled service on a sewage plant pump and winterizing a comfort station at a mountain park unit.

In addition to planning for such necessary maintenance and housekeeping, time must be set aside each month for those projects that cannot be precisely scheduled. Such tasks include miscellaneous carpentry and plumbing repairs that are not of an emergency nature. Remaining projects or tasks should then be listed in priority order, to be worked into the schedule at the discretion of the Maintenance Supervisor.

BUDGETING FOR MAINTENANCE 0820

A major advantage of programming and scheduling maintenance activities is the capacity to more carefully and accurately budget for the necessary work. Based upon the maintenance program developed for each Area, the maintenance budget should be developed with a minimum of additional effort. The maintenance budgets from all Areas, which are in a sense competitive, will be comparable in the way they were developed, facilitating the evaluation of competing claims on limited funds.

ANNUAL MAINTENANCE BUDGET 0821

An Area's annual maintenance budget consists of two components, the recurrent maintenance expenses which are necessary for the year, and the unusual or nonrecurring maintenance and repair tasks for which funding is being sought for the year. The two types of maintenance tasks are labeled Category I and Category II, respectively. The annual budget request for both categories is made on the same form, the DPR 503E (DOM Section 0823).

CATEGORY I MAINTENANCE WORK 0821.1

Category I maintenance work includes all preventive and recurring maintenance which is necessary every year, as well as that portion of regular maintenance activities which recur on two to five year cycles, which falls due during the budget year in question. Budget figures for Category I maintenance work are developed each year from data already available on the Area's DPR 473 forms (DOM Section 0809). Such figures, in Column 1 on the DPR 503E, should not vary much from year to year. The figures in Column 2 may vary, particularly if the work cannot be averaged out (DOM Section 0809.2).

The following list provides examples of Category I repair and maintenance.

Paint the exterior and/or interior of a building.
Repair a faulty sewer line.
Patch a surfaced road or grade an unsurfaced road.
Repair a water line or valve.
Repair or replace a broken door or window.
Replace a faulty electric switch, control or wire.
Repair or replace a broken or faulty plumbing fixture.
Reseed or fertilize an existing lawn.
Repair and/or repaint existing signs.
Replace a worn out water heater or replace a faulty element in an electric water heater.
Repair a fence.
Vandalism repairs under $25.

CATEGORY II MAINTENANCE WORK 0821.2

Category II maintenance work includes maintenance projects which recur on a cycle of six or more years, corrective repair projects, and maintenance work which does not recur at any periodic interval. Category II figures are developed anew each year from the projects described on the Area's current DPR 503F forms (DOM Section 0822.1). Because of the nature of the work involved and changes in priorities, the amount of Category II funds requested for any Area may vary greatly from year to year.

The following list provides examples of Category II repair and maintenance jobs:

Replace a culvert or culverts.
Replace a septic tank and/or leach field.
Replace a composition roof with another composition roof.
Replace portions of a structure damaged by dry rot.
Replace a substantial portion of an existing fence.
Repair or replace worn out or inadequate electrical wiring and/or main panel.
Repair a dam.
Replace an existing air conditioner which is a permanent component of an existing building.
Replace a floor furnace or wall space heater.

CATEGORY II MAINTENANCE ESTIMATES 0822

Long term and nonrecurring maintenance projects are generated through systematic inspection of all Area facilities (DOM Section 0811). These potential projects are then appraised as to their cost in terms of labor, equipment, material, and/or funds to contract, and then evaluated as to their priority relative to other potential projects in the Area and in the District. This appraisal and evaluation is done on the DPR 503F form.

PROJECT REQUEST, NON-RECURRING MAINTENANCE/REPAIR, FORM DPR 503F (SEE SAMPLE 0822.1) 0822.1

The DPR 503F is prepared in an original and five copies, with the fifth copy remaining in the Area Office and the fourth in the District. District forwards the original and three copies to Operations Division Headquarters. The Operations Division holds the original and copies, pending budget action, and forwards a xerox copy (if approved by the Associate Director for Operations) to the Program Budget Unit as part of the budget package.

After the project is funded, the original and three copies are signed by the Supervisor, Maintenance Services Section. The third copy is retained in the Maintenance Services Section. The original and two of the duplicate copies will be returned to the District. District retains one copy and sends the original and one copy to the Area. If the Development Division is involved, a fourth copy is prepared and sent to them.

Upon completion of the project, the remaining blanks on the original and copy of the Form DPR 503F are filled in by the Area Manager. The original is filed as part of the Area maintenance history for the facility involved, and the copy is completed and returned to the Operations Division Headquarters through the District. The District notes the completion information on its copy before forwarding the Area's copy to Headquarters where it is kept as a permanent record.

COMPLETING THE DPR 503F 0822.11

The items on the front of the form are completed as follows:

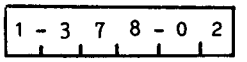
Organizational Unit: The Area name.

Entry No. 1: The name of the individual who prepares the project request, generally the Area Manager, Area Maintenance Supervisor, or an engineer from the Development Division. The title of the individual is to be shown.

Entry No. 2: A two or three word identification of the project (e.g., reroof equipment shed), followed by a concise description of the work proposed (e.g., remove existing wood shingles, replace 2 rafters and 50 B.F. of sheathing and all flashing, reshingle with No. 1 Red Cedar shingles).

Entry No. 3: Show the facility number, including dashes, as indicated in the left-hand column of the Area Facility Inventory.

Entry No. 4: The Area project number indicates the fiscal year, the Area and the project priority within the Area. The first digit is the same as the last digit of the last year of the fiscal year; the next three digits comprise the Area number. The last two digits indicate the Area priority attached on the project for that year, i.e.,



Entry No. 5: This number indicates the District-wide priority of the project as determined by the District Superintendent. The number is not assigned until the District has reviewed all Area requests for the District, and is ready to forward its budget to Headquarters.

Entry No. 6: These cost estimates are taken from the project cost breakdown on the back of the form. Note that these estimates represent only the budgeted funds requested. This figure will be less than the total project cost in those cases where a portion of the cost will be accounted for by manpower or equipment already available from the Area or District. If funds for personal services are requested, show the amount needed for staff benefits between "Personal Services" and "Equipment Rental".

Entry No. 7: The individual preparing the request indicates, by checking blocks in the appropriate column, whether the project will be handled by the Area Maintenance Staff or the Development Division. A memorandum will be used to request assistance from the Development Division, if technical help is needed to prepare the request.

Entry No. 8: Approval by the District and the Operations Division indicates that the project has been reviewed and approved as a legitimate maintenance project by the District Superintendent and the Associate Director for Operations. The review process provides for the application of uniform standards and equitable fulfillment of need based on the knowledge and judgment of the Superintendent and the Associate Director and their respective staffs. If the Development Division is to handle the project, that Chief must also sign.

Entry No. 9: This item is to be completed by Headquarters staff. When the project is funded, the budget act item and the amount will be filled in. If the project is to be accomplished by contract by the Development Division, the Construction Unit and the District will be notified of the funding status by the Facilities Maintenance Section. The Development Division will notify the Facilities Maintenance Section of the contract number and dollar amount when the contract is awarded.

Entry No. 10: Upon completion of the project, the actual costs are recorded on the back of the form, and the original and one copy are signed at the bottom by Area personnel. The Area Maintenance Supervisor normally fills in the completion date and signs after "Completion Inspection By" and the Area Manager signs after "approved by". The total actual completed project cost, taken from the back of the form, is recorded in the block at the lower right-hand corner.

The items on the reverse of the form are completed as follows:

List all personal services, equipment, and materials necessary to complete the project. Include Park or District labor and equipment which will be available to work on the project. The hourly rates for Park/District labor or equipment should be shown in the "Estimated Rate" column, but not extended into the "Estimated Cost" column. This is because the project request is only for funds needed to (1) purchase all materials and to (2) hire any equipment or personnel required above and beyond that already available through the Department. Applicable sales tax should be included in prices. For contracts, the source and basis of the estimate should be clearly identified.

The actual costs of Park/District labor and equipment are to be shown, along with all other costs, as part of the total "Actual" project cost and recorded in the "Actual Cost" column.

The total estimated cost (the amount of the budget request) is to be shown at the bottom of the "Estimated Cost" column. Upon completion of the project, the "Actual Cost" of the project is totaled and shown in the box in the lower right-hand corner. Except for contract requests, the contingency is 10% of the total amount requested. Contract requests have no contingency and the requests should be made taking into account that work will be performed approximately two years later.

ANNUAL STATUS REPORT 0822.2

An Annual Status Report for each District showing the current status of Category II projects will be submitted to the Operations Division Headquarters by April 1 each year.

PREPARING ANNUAL AREA MAINTENANCE BUDGET, THE MAINTENANCE/REPAIR DETAIL, FORM DPR 503E 0823

(SEE SAMPLE 0823)

With the availability of current information on Category I and Category II maintenance requirements, each Area makes an annual request for supporting funds. The requests for both categories are combined on a single form. Maintenance/Repair Detail, DPR 503E, which is prepared anew and submitted annually. Instructions for completing this form follow.

INSTRUCTIONS FOR COMPLETING FORM DPR 503E 0823.1

Data for Category I Maintenance Work:

Column 1: For each of the seven categories of facilities, A through G, enter the total amount of maintenance funds required to complete the work which recurs in cycles of one year or less. These figures are taken from the "Total Mat'l" column on the DPR 473 forms used to record maintenance (not housekeeping) schedules.

Column 2: For each category of facilities, enter the total amount of maintenance funds required to complete the work which recurs in cycles of between two and five years and is due the year of the budget request. These figures are based on the "Yearly Total: Mat'l" column under 2 to 5 year cycle on the DPR 473 forms for the Area's facilities.

Total Columns 1 and 2: Add the figures in Columns 1 and 2 for each line, then add the figures for classes A through G to give the subtotal.

Contingency: Unplanned and unforeseen minor repair will be necessary every year. An amount equal to seven percent (7%) of the subtotal is to be entered in the "Total" column.

If a contingency of seven percent (7%) is inadequate because of problems unique to an Area, a larger percentage may be requested. Any increase over seven percent (7%) must be justified in a brief note attached to the DPR 503E.

Equipment Repair: The cost of repairs to equipment (lawn mowers, chain saws, sanders, saws, etc.) used to accomplish the maintenance program is charged to the maintenance and repair account. The annual amount necessary for such repair work, normally four percent (4%) of the acquisition value, is entered in the "Total" column. Note that all repairs to heavy equipment and any vehicle which carries an E license plate or any equipment larger than 5 hp, is to be charged to the motor vehicle account.

Total Category I: The amounts entered after "Subtotal", "Contingency", and "Equipment Repair" are totaled and that amount entered after "Total - Category I". The detail records which produced the totals need not accompany the budget request, but must be available in the Area for review at any time.

Data for Category II Maintenance Work:

The amount entered on the "Total-Category II" line is the total of all individual Project Requests (DPR 503F - see DOM Section 0822) for each of the facility classes, A through G. A copy of the DPR 503F form for each project which is included in these totals, in order of priority, shall be attached to the DPR 503E.

The dollar totals shown should not represent more work than the Area Maintenance staff can reasonably expect to accomplish, supervise, and/or coordinate during the budget year. Additional Project Requests (DPR 503F) may be attached to show the extent of backlog maintenance. All attached excess Project Requests should be stapled together with a note saying "Beyond present ability to accomplish".

SUBMITTING THE DPR 503E 0823.2

When completed, the Area's DPR 503E, with all DPR 503F forms attached (see DOM Section 0823.1), is submitted to the District as part of the annual support budget request. Following review and approval, the District Superintendent signs the original copy of the DPR 503F (his stamp is permissible on the copies) and assigns a District priority number to each DPR 503F. The District then prepares a DPR 503E which summarizes the totals of all Area maintenance requests. The District assembles the original and one copy of the DPR 503E and the corresponding DPR 503F forms in the following order:

DPR 503E - District summary DPR 503E on top followed by each Area's DPR 503E in order to Area number.

DPR 503F - All approved DPR 503F forms for the District in order of District priority. (For amount of copies submitted, see DOM Section 0822.1.)

The District maintenance request is then submitted to Headquarters as part of its total support budget package.

HISTORIC STRUCTURES 0824

Prior to the commencement of any maintenance work, all maintenance and repair which affects the historical integrity of an historic structure (reroof, repaint, repairs to structural members, replacement of "period" window glass, hardware, fixtures, etc.) must be reviewed by the Resource Preservation and Interpretation Division - Cultural Heritage Section, the Development Division - Architecture Section, and other appropriate components of the Department's professional staff.

Whenever performing maintenance on historic buildings, personnel will record and/or photograph historic construction details. A duplicate of these records and photographs will be sent to the Development Division.

Preventive maintenance and minor repair work (touch-up painting, spot repairs, replacement of contemporary hardware or fixtures, etc.) may be performed on historical structures without prior review by the Development Division providing there is no change in color or materials. Such work will be included on DPR 503E forms as Category I work.

Personnel concerned with the maintenance of historic structures should be fully familiar with the contents of the Department's handbook, Guidelines for the Maintenance of Restored Historic Buildings. (Also see DOM Section 0831.4.)

UNSCHEDULED REPAIRS 0825

In addition to the normal scheduled maintenance, unanticipated damage can occur to State Park facilities as a result of accidents, vandalism, or natural causes. Funds are set aside in the Budget each year to replace the maintenance capability lost as a result of unscheduled repairs. These funds are set up as follows:

Vandalism: Account No. 695 is set up for vandalism only. Charges to this account include:

(1) vandalism resulting in facility damage

(2) facility damage by vehicle (hit and run)

(3) break-in (resulting in facility damage)

Allocations of these funds to the Areas are requested by submitting a DPR 529, State Park Damage Report. Reimbursements to Districts and subsequently to the Areas will be based on the quarterly totals of materials and manpower costs, as shown on the DPR 529's. Procedures for preparation of the DPR 529's are outlined in DOM Section 0825.1.

Emergency/Unforeseen. An amount of OE funds and salary and wages funds is set up to cover the following:

(1) unforeseen repairs of emergency nature

(2) completion/correction of capital outlay projects

(3) theft of equipment, small tools, auto parts, etc.

(4) structural fires

(5) acts of God

Allocation of these funds would be done as a result of telephone requests confirmed by memo, memo requests, and Associate Director's direction. Purchasing documents for approved projects are to be sent to Headquarters uncoded. Salary and wages funds would be TBA's to the Districts based on approved needs. The Associate Director's approval is required for all requests exceeding $5,000. The Maintenance Section Supervisor can approve requests for $5,000 or less.

STATE PARK PROPERTY DAMAGE REPORT, FORM DPR 529 (SEE SAMPLE 0825.1) 0825.1

AREA RESPONSIBILITIES 0825.11

1. When the party responsible for the damage is not known and the cost of repair (material and labor) exceeds $25, prepare an original and one copy of the DPR 529. When repairs have been completed and the costs for materials and labor are entered on the form, send the original to the District Office, keep one copy for the Area records.

   For all those unscheduled repairs not already incorporated into the Facility Maintenance Program where costs are less than $25 per incident, submit a single memo request at the end of the quarter to the District summarizing the damages and total costs. Entries can be brief, such as: "replace 2' x 3' bathroom mirror, $25, etc.".

   The hourly salary rate can be determined from the Salary Conversion Table in DAM Chapter 0200.

2. When the responsible party is known and the party has been informed verbally or in writing that he will be billed, prepare an original and two copies of the DPR 529 regardless of the costs involved. As soon as the repairs have been completed and all material and labor costs have been entered on the form, send the original of the form to the Accounting Unit and one copy each to District and Area. Repairs in these cases should be accomplished within 30 days of the date of damage.

   If the responsible party has not been informed verbally or in writing that he will be billed, then prepare a single preliminary copy of the DPR 529, completing the damage description portion of the form and the responsible party information with a brief description of what happened, and send it through District to the Accounting Unit with a note - "send billing letter". Accounting will send a letter alerting the responsible party that he will be billed when the costs are known. Then at the conclusion of the repairs, complete a DPR 529 fully with labor and material costs and forward the original and copies as indicated above. (Also see DOM Section 0825.2 on abatements.)

   All reports made on damage to State property should have the social security numbers of the responsible parties involved. If the individuals involved are minors, the parents or acting guardians' social security numbers should be taken.

   In all cases where the party responsible for damage to State Park property is known, a Crime Report, DPR 383A, or Report of Accident Other Than Motor Vehicle Standard Form 268, should be prepared and referred to on the DPR 529. The form used will depend on the circumstances involved.

DISTRICT RESPONSIBILITIES 0825.12

The Park District Maintenance Specialist shall review and initial all copies of the DPR 529, and the quarterly summaries of items under $25 to ascertain that the labor and material charges are reasonable and approved. At the end of each quarter, the District compiles the approved amounts by Area and submits a memo to the Supervisor of the Facilities Maintenance Program requesting transfer of funds from the Division Chief's Account. District also forwards a separate subtotal, by category, for vandalism and for emergency repair. The DPR 529's accumulated by the District during the quarter are fowarded with the District's request for funds to the Facilities Maintenance Program Supervisor, who will review the DPR 529's before processing the District's requests for funds and return the DPR 529's to the District.

OPERATIONS DIVISION HEADQUARTERS RESPONSIBILITIES 0825.13

Based on the totals supplied by the Districts, the Facilities Maintenance Program Supervisor prepares a quarterly Request for Transfer of Budget Allotment (Form 25) to transfer any existing emergency or vandalism funds into the respective District's Repair and Maintenance accounts. Such reimbursements will be solely on actual costs reported on the State Park Property Damage Report (DPR 529).

ACCOUNTING UNIT RESPONSIBILITIES 0825.14

The Accounting Unit will (1) upon receipt of a preliminary DPR 529 requesting a billing letter, send a letter to the responsible party if he has not been verbally informed that he will be billed for damages, (2) prepare a bill for materials, labor and overhead charges and send it to the responsible party upon receipt of a DPR 529 with material and labor costs included, (3) upon receipt of payments from the responsible party, abate the monies received into the Division Chief's Emergency and Vandalism Repair Account, and (4) transfer funds to the Districts upon receipt of an approved TBA Form 25 from the Facilities Maintenance Program Supervisor.

DAMAGE TO STATE PARK PROPERTY - ABATEMENTS 0825.2

An abatement is a cancellation or reduction of an expenditure. In the case of property damage to State Park units, an abatement is a repayment by the party doing the damage for repair costs that have already been charged to Department accounts. The abatement reduces the charges to these accounts; it can make money used for damage repairs available to cover planned and budgeted repairs that would otherwise have to be postponed.

However, these abatements must be repaid to the account(s) and fiscal year appropriation from which the expenditures were originally made. If you repair the damage from this year's maintenance funds, the payment made by the visitor who did the damage has to be repaid into that same account.

In order to get the funds back in the account so they can be used for their planned (and budgeted) purpose, you have to get the repayment soon enough in the fiscal year. There's no problem for damage early in the year. However, abatements for damage done late in the year may not be processed in time to make the money available that same year. In that case, in order to delay the repayment, you may want to delay repairs until a new fiscal year (if the damage is not critical).

PROCEDURE FOR OBTAINING ABATEMENTS 0825.21

When State Park property is damaged by a person whose identity is known and when it is reasonable to expect that the person or his insurance will pay for the cost of repairs, the Area involved should make repairs by one of the following methods (listed in order to desirability from the standpoint of obtaining an abatement):

1. If feasible, contract for all repairs using Agreement for Services, DPR 285 (see DAM, Chapter 0700). When repairs are completed, prepare DPR 529. Attached DPR 285 and route through channels to the Accounting Unit.

2. If contract is not feasible, attempt to accomplish work with seasonal employees. Prepare DPR 529 and attach the subpurchase order for materials and route the same as DPR 285 above. Upon payment by the responsible party, all expenditures of seasonal funds will be abated back to the District's seasonal account for return to the Area for their expenditure.

3. If a contract and seasonal personnel are both impractical, complete repairs using permanent employees. Prepare DPR 529 and attach the subpurchase order for materials and route the same as above. Depending upon the status of the required salary savings, at the end of each quarter any remaining money abated for salaries of permanent employees and used to repair damage will be transferred to the Division Chief's seasonal account for redistribution as he sees fit.

OTHER BUDGET CATEGORIES 0826

In addition to maintenance budgeting, there are a variety of other types of budget classifications encountered at the field level. The following sections list, define, and provide a few examples of the most important ones. Refer to State Administrative Manual, Section 6103 for the distinction between State Operations and Capital Outlay.

CAPITAL OUTLAY 0826.1

FACILITY REPLACEMENT 0826.11

The complete replacement of an existing facility in kind with another of substantially the same size and for the same purpose is accomplished through the Minor Capital Outlay Budget. Refer to DAM Chapter 0500.

Examples:

Camp/picnic stoves, tables and cupboards and fire rings which are no longer economically practical to repair. This type of relatively small facility is lumped into an annual statewide "camp/picnic furniture replacement" package and included in the capital outlay.

Chemical Toilets. When it has been determined that (1) chemical toilets must be provided, and (2) it is best to own and service our own, rather than rent the service, we will purchase chemical toilets from Minor Capital Outlay funds. An annual statewide fund is set up in the Capital Outlay Program for this purpose.

Replace a series 300 combination building, which has served its useful life or is beyond economical repair, with another series 300 combination building.

Replace an entire existing utility system which is beyond economical repair.

For the replacement of a small facility (under $1,000.00) see DOM Section 0826.2.

GENERAL 0826.12

The addition of a new facility; the extension or substantial alteration of an existing facility; the relocation of an existing facility; improvements to an existing facility which make it better than the old one when acquired or to increase its output.

Examples of Capital Outlay Projects:

Construction of a new structure, road, parking area or ramp.

Redevelopment of an existing campground.

Major realignment of an existing road.

Extension (enlargement) of an existing building.

Addition of a room or storage space.

Relocation of an existing structure, picnic or campground.

Remodeling of an existing structure; (1) to make it livable, or; (2) usable for a purpose different than its original use.

Replace a shingle roof with a tile roof.

Modify upward an existing road; i.e., from type D to type B.

Replace a log/timber bridge with a reinforced concrete bridge.

Replace a series 200 comfort station with a series 500 comfort station.

Landscaping a previously unlandscaped area.

Installation of interior wall or ceiling cover where none previously existed.

Initial renovation, stabilization or restoration work on historic structures.

Replace a floor furnace with a forced air heating system.

Stream protection works.

Major erosion control project.

Raze or remove facilities necessary to restore a resource to its original or desired condition.

Install a 1-1/2" thick (or more) blanket coat to asphalt concrete road.

MISCELLANEOUS MINOR IMPROVEMENTS 0826.2

A lump sum will be requested each year, in the Minor Capital Outlay budget, for each District which will enable the District Superintendent to approve and fund miscellaneous minor improvements and/or replacements which are essential to efficient operation and which will be done according to the following criteria:

1. No single project shall exceed $1,000 without prior approval of Associate Director for Operations.
2. Projects must solve existing problem, not create new or additional operating costs, problems or workload.
3. Each Superintendent will submit a report to the Associate Director for Operations at the end of the fiscal year (by July 15) on the expenditure of these funds.

INTERPRETIVE DISPLAYS 0826.3

The Maintenance Services Section will provide assistance in the form of budget cost estimates to Area Managers if requested.

Any work which results in the development, modification, or alteration of interpretive exhibits must be requested on a DPR 38 (see DOM Chapter 13).

EXISTING DISPLAYS 0826.31

Funds for the maintenance of existing interpretive exhibits, including refurbishing, shall be shown in the Area Support Budget under Facilities Maintenance Expense Summary Account (Account 650).

NEW DISPLAYS 0826.32

Funds for any new interpretive exhibit, costing less than $1,000, shall be shown in the Area Support Budget under Interpretive Expense (Account 602) and shall not be built until approved by Associate Director for Operations.

Any new interpretive exhibits costing $1,000 or more shall be requested in the Capital Outlay Budget.

INTERPRETIVE COLLECTIONS MAINTENANCE 0826.33

The storage and care of collections (Interpretive Objects in storage) is a Maintenance Services function.

Funds needed to care for collections not on display shall be shown in the Area Support Budget under Facilities Maintenance Expense Summary (Account 650).

Interpretive objects that are part of an existing display will be inventoried and maintained as components of the basic facility in which they are located.

Surplus interpretive objects, those collections not related to a unit's interpretive program, will be transferred to centralized storage and be maintained by the Interpretive Collections Unit.

Properly stored interpretive objects that are related to the unit's interpretive program will be inventoried and maintained as a part of the unit's Facility Maintenance Program as outlined in DOM Section 0807.12, Subsection G.

REVIEW FOR HISTORICAL INTEGRITY 0826.4

In order to assure the integrity of historic structures and areas, all proposed major and minor improvements in State Historic Parks must be thoroughly reviewed by responsible specialists. All proposed improvements in such units must be reviewed by both the Resource Preservation and Interpretation Division and the Operations Division. Drawings accompanying proposed capital improvements shall provide in the signature block places for both Division Chiefs to sign, indicating their approval. Any conflict relating to such an improvement shall be brought to the attention of the Director without delay.

MAINTENANCE STANDARDS AND METHODS 0830

The following sections provide general guidelines to be used by maintenance personnel in their development of maintenance standards for their Area, indicating what to look for and providing some idea of specific standards to be maintained. These guidelines are most applicable to the maintenance of existing facilities, but may be applied to new or restored facilities.

BUILDINGS 0831

The following section provides maintenance standards and methods for the exterior, interior, and color decoration of regular buildings. DOM Section 0831.4 deals more specifically with historic buildings.

EXTERIOR OF BUILDINGS 0831.1

A. Surfaces

Painted: No checking, cracking, flaking, scaling or wrinkling; limited fade is permissible.

Natural Wood: Natural color and texture; no rot, fungus, or loose parts; tight joints; fastenings secure; limited warping and checking.

Cement Plaster: Uniform color and texture; limited fade and erosion; no open cracks or joints; clean.

Stone: Tight joints; clean and impervious; limited erosion.

Brick: Tight, well pointed joints; surfaces clean; showing limited erosion; free of efflorescence.

Metal: No corrosion; tight fastenings; clean.

Concrete Masonry: Tight joints; limited stain on surfaces; uniform; unbroken.

Miscellaneous Compositions: No discoloration; limited erosion; tight joints; limited fade; no delamination or breaks.

B. Foundations

Continuous Concrete Footings: Straight, level, must show no evidence of settling; must be well drained; have unbroken, clean exposed surfaces; concrete must extend at least 6" above grade.

Piers: Level, dry, tops at least 6" above grade.

Access Door: Operable and unobstructed.

Posts, Girders and Joists: Sound; dry; no fungus; no termite damage or dry rot; crawl spaces must be adequate and well ventilated, clean and dry.

C. Roof

Wood Shingles: No loose, missing or rotted shingles; ridges and hips intact; valleys clear; no leaks; flashings in place and intact. Do not stain/paint wood shingle roofs.

Composition Shingles: Surfaces intact; butts cemented down; hips and ridges intact; no leaks; flashings in place and intact.

"Built up" Composition: Surface intact with aggregate well distributed; no blisters or evidence of moisture between plies; eaves and gravel stops straight and not corroded; no leaks; flashings intact and in place.

Eaves, Troughs and Down Spouts: In place; intact; secure; limited corrosion; protected.

D. Framing

Wood: Straight; sound; level and plumb; no active termites, fungus or dry rot; anchors and fastenings must be tight and uncorroded.

Steel: No distortion; joints tight; all surfaces protected.

E. Wall and Covering Materials

Wood Siding: Joints tight; no cupping or warping; nailings concealed or protected; no rot; no termite activity or damage. No broken, split or missing pieces.

Cement Plaster: No excessive cracks or spalls; no separation from backing.

Masonry Veneers: Joints tight; no evidence of separation from backing.

Masonry Walls: Straight; plumb; level; joints tight; limited erosion.

Miscellaneous Metals and Compositions: No corrosion or disintegration; limited fade of factory-applied colors.

F. Grounds

Overall Appearance: The immediate grounds are to be kept neat and tidy and the landscape elements adequate. Housekeeping should be immaculate.

INTERIOR OF BUILDINGS 0831.2

A. Walls and Ceilings

Surfaces clean and dry; no open joints or cracking plaster; no evidence of separation from backing or framing.

B. Trim and Millwork (interior and exterior)

Clean surfaces; tight joints; nailings concealed or protected; no warping or buckling; operable windows and doors in good working order; glass unbroken; metal sash and doors free from rust or corrosion, operable, with hardware complete. Casework and cabinets in good repair with all doors, drawers, and hardware operable and complete.

C. Electrical Installation

Ample service; correctly sized fuses or breakers at load center to protect circuits; grounding system in order; all parts of system identified; switches and outlets functioning properly; proper sized lamps at all lighting fixtures; glassware clean; exposed conduits, boxes, and cover plates protected against corrosion. Motors, starters, generators and other equipment clean and functioning efficiently within proper temperature ranges; up-to-date schedule of ordinary maintenance posted at each major piece of electrical machinery; observe requirements in "Electrical Safety Orders" of (Industrial Accident Commission) Division of Industrial Safety.

D. Plumbing Installation

Fixtures: Intact; functioning correctly; securely anchored; no leakages; porcelain and enameled surfaces smooth and polished.

Trim: Intact; free of excessive corrosion.

Accessories: In proper location; operable; free of corrosion.

Water Heater: Free of lime deposits; posted record of cleaning dates. Heating elements, burners, and controls functioning properly; burner vents, draft diverters, and chimneys properly sized and in good working order; no leaks; pressure relief valves in place and operable.

Supply Piping: No leaks in lines, valves, flush valves, stops or faucets; with identification of hot and cold water piping shown.

Waste and Vent Piping: All joints tight; no broken lines; pipe hangers, brackets and supports in place; vents dry and clear.

Cleanouts: Accessible and adequate.

E. Heating Equipment

Furnace: Burners properly adjusted; plenums clean; vent clear; draft diverter in place; roof penetration and rain hood weather tight; cold air return grill, ducts and registers clear; controls properly set and functioning.

Resistance Heaters: Heating elements, fans and control in proper working order; protective devices adequate.

COLOR CONTROL 0831.3

Color is the subject of careful study in the design of new work and modifications to the approved color scheme in maintenance projects could destroy the original design concept. In cases where an original color or product is no longer available, the Architecture Section (Development Division) at Headquarters will indicate which colors may be used in substitution. Such technical assistance is also available to aid District Superintendents and Area Managers in maintenance of facilities and developing color schemes.

Regarding colors, the following guidelines will be followed:

1. Colors applied in the construction of new structures or facilities are to be the approved color for those structures and facilities.

2. Only approved colors will be used in the maintenance of facilities.

3. Requests for changes of approved colors shall be made of the Chief, Development Division, through the Associate Director for Operations.

4. Interior colors for park residences will remain the responsibility of the District Superintendent.

MAINTENANCE OF HISTORIC STRUCTURES 0831.4

Each building should be retained in the character of its established period in history, using materials and methods of application that are compatible with original construction. Diligently avoid the introduction of present day methods and innovation. Never modify work of a bygone period, retain genuine old work where possible. Where missing features are to be replaced, due regard should be paid to the factors of period and region in other surviving examples of the same time and locality. Preservation and maintenance of old buildings requires a slow and sympathetic approach guided by best available historical research. Whenever performing maintenance on historic buildings, personnel will record and/or photograph historic construction details. A duplicate of these records and photographs will be sent to the Development Division.

Overall Appearance: Immediate grounds neatly kept, landscape elements compatible with interpretive program; housekeeping must be immaculate.

Maintenance Program: The preservation of an historic building requires a long-term maintenance program which must begin well before restoration work is actually started. In many cases the restoration process itself constitutes high-level maintenance. Each historic structure presents a unique problem and a maintenance program must be established for it on an individual basis. It is necessary to know the character of a building, how it was built, the quality of craftsmanship and the problems that might cause difficulties. Personnel concerned with maintenance of historic structures should be fully familiar with the contents of the Department's handbook, Guidelines for the Maintenance of Restored Historic Buildings. Also see DOM Section 0824.

GROUNDS 0832

Maintenance of the grounds involves a variety of different tasks. This section deals with the major areas, while subsequent sections provide much specific detail about the horticulture aspects of the problem.

Natural Areas: Maintain good ground cover of leaves, etc., in wooded areas. Keep fire lanes clear where existing. Maintain woodland in as natural a state as possible, also open range, grasslands and meadows; there should be no defacing of natural features, access by trail or other means must be arranged to minimize damage to natural scene; permit no litter; control disease and insect damage.

Planted Areas: All plant materials must be appropriate and healthy. Control of insects, rodents and diseases. Irrigation and drainage facilities must be functioning properly. All areas should be neatly pruned and controlled, lawn areas trimmed and free of weeds. Caution: Some plantings should not be so "neat" as to have the natural form of the plant pruned away.

Irrigation System: Sprinkler heads, hydrants, valves, controls should all be in working order with adequate water pressure. Drainage ditches must be open and functioning.

Fences, Bulkheads, Retaining Walls, Headers: Timber work should show only minor deterioration, masonry and concrete surfaces should be continuous with neat joints, off-sets and grade changes.

Campgrounds: Must have appropriate ground cover, well defined campsites, trails and other features; tent site and parking spur should be approximately level; stoves, tables, benches, cupboards, signs, barriers must be in good repair. Stove area free of plant growth and combustible ground cover.

FERTILIZING 0832.1

The proper maintenance and growth of plants in nonnatural areas often depend upon the judicious use of fertilizer, either chemical or natural. This section provides general information on the use of fertilizer; more detailed information about specific problems relating to fertilizers and their use should be referred to the Maintenance Services Section.

The lack of vigorous growth and deep green coloring in the foliage of a plant is generally an indication of the need for fertilizing. Poor drainage, insufficient water, root diseases or extremely hot weather could result in similar symptoms, but one of the most common causes is the lack of proper fertilization.

Newly planted trees or shrubs should not be fertilized until after new growth indicates the plant is established and capable of using nutrients. (With proper care, fertilizer is applied at time of planting.)

Small doses of chemical fertilizer applied frequently (every two to four weeks) are of much more value than a single large application. An organic fertilizer will last longer and will stimulate helpful organic life in the soil.

Lawns, like other plant life, are dependent upon their foliage for the manufacture of their food. A closely clipped lawn will maintain its health and beauty only if artificially fed calculated quantities of nutrients. Without extra feeding and a deep watering the root system will be shallow and incapable of obtaining water and nutrients from a maximum amount of soil. This condition causes rapid variations of grass health. A long, hot weekend without water may cause the sod to die or become seriously browned if the root system is shallow.

A good general chemical fertilizer for lawns should contain 11 percent nitrogen, 8 percent phosphorous and 4 percent potash, and should be applied at the rate of 10 pounds per 1000 square feet. However, soil conditions do vary and specific soil needs should be determined.

A top dressing of weed free steer manure is recommended during the winter months for lawns, trees and shrubs.

WATERING 0832.2

Proper watering may be defined as supplying sufficient water to the root zone of a plant to maintain growing conditions for that particular plant.

Such things as soil structure, grade, time of year, wind and weather conditions, and type of plant material, must all be considered in determining proper amounts of water for any specific area. Correct amounts in one area are not necessarily correct for another area even where visible conditions appear the same.

As a rule, shallow-rooted plants such as grasses, annual flowers, and certain shrubs, require frequent watering for a short period of time while deep-rooted plants such as perennial flowers, trees and shrubs, require watering less frequently, but deeper into the soil. However, if water penetration is too shallow, lawns and other "shallow-rooted" plants will not develop roots of suitable depth.

Young plants with restricted roots demand more frequent application of water than older and established plants.

Native trees and shrubs as a rule require less water than the cultivated types once they become established. Natural rainfall is all that many natives require after once becoming established.

A mulch of shavings, manure, straw or grass clippings will reduce watering needs by preventing surface evaporation. Tilling of surface soil will also do this by breaking osmosis chain. Shavings and straw do not contain enough nitrogen to supply the needs of the bacteria which decompose them. As a result, plants will suffer unless additional nitrogen is added at the time or soon after the mulch is applied. A systematic program of light fertilizing should follow the use of straw or shavings as a mulch.

Trees, being usually deep-rooted, require much penetration of water and fertilizer.

Look at the trees in your care; unseasonable browning of leaves and other obvious indications may indicate that more water is needed.

PRUNING 0832.3

Pruning is the art of reducing the size or density of a tree or shrub without detracting from its natural appearance. Pruning is used to remove dead, diseased, or damaged limbs, promote new growth, blossoms, or fruit, or to produce a formal effect in certain plants. Pruning shears should be used, as hedge clippers produce plants which have dense growth on the perimeter and very little growth on inner branches. When pruning, fresh cuts of 1/2" in diameter and over should be painted over with an approved tree seal, never with ordinary paint.

Most shrubs and trees should be pruned during the winter while most dormant. Exceptions are:

1. Spring blooming plants, which should be pruned just after the blooming period.
2. Berry or fruit bearing shrubs, which should be pruned in the spring. Fruit occurs only on second year wood.

Additional pointers in pruning:

1. Where branching is desired, as in the case of mass planted shrubs, tops of the young plants should be pruned back to a suitable lateral.
2. New growth should be encouraged in older plants by periodic removal of large, old inner wood to open up the interior of a plant.
3. No trees or shrubs should be noticeably pruned as individuals when they are part of a mass planting.

INSECT AND DISEASE CONTROL 0832.4

Trees and shrubs often require spraying to control insects or diseases which impair their health or their appearance, or which may be a hazard to adjoining property. However, no attempt should be made to keep all trees free of all insects by spraying.

Natural or biological control will frequently keep a potential insect infestation under control with only a minimum loss of tree foliage. These natural predators may be destroyed by insecticides used.

Generally, it is necessary to spray trees for only heavy infestations of leaf chewing insects or certain leaf sucking insects which would completely defoliate trees if not controlled.

Plant diseases most commonly encountered are usually the result of poor maintenance. To a large extent, all of the fungus diseases such as Powdery Mildew, Rust, and Mold, can be prevented merely by proper cultivation, watering, fertilizing practice, adequate air circulation and proper exposure to the sun.

For additional information, see DOM Chapter 1600. Also refer to the Departmental "Pesticide Manual".

WEED CONTROL 0832.5

There are various methods employed to control weeds in gardens and along walks and paths.

Winter Care: Hand pulling or hoeing is recommended at this time of year due to the possibility of heavy rains carrying chemical type weed killers beyond the control area and causing damage to the root systems of trees and shrubs.

Summer Care: Summer weeds can be controlled with a contact spray while under four inches in height. Such weeds can also be pulled or hoed.

Serious infestations of perennial weeds such as Bermuda Grass, Johnson Grass or Nutsedge require special spot spraying with a translocating spray such as Dalapon.

There are stringent restrictions on the use of chemical controls in state park units. Please refer to Chapter 16 of this Manual and to the Departmental "Guidelines for Weed Control and the Use of Herbicides in the State Park System".

MAINTENANCE OF GARDEN STRUCTURES 0832.6

Garden areas are to be uniformly and consistently neat and well-maintained. The grounds maintenance crew will maintain all garden structures and report necessary repairs to the supervisor. Following are suggestions for a number of garden structures and facilities:

Garden walks and paths should be kept free of all weeds, loose paving materials and holes. All hazardous conditions resulting from any work in the area or from damage due to other causes should be repaired immediately or the area closed to the public until such repairs are made.

Headerboards along walks, flower beds and other garden areas must be checked for alignment and general condition.

Garden benches must be oiled, painted, or varnished and free of splinters.

Tree supports must be checked for condition and possible damage to the growing tree.

Potted and tubbed plants must be checked for "pot bound" conditions, need for water, fertilizer and pruning.

Patio areas must be kept free of all wind blown debris, weeds, loose paving materials and other items.

Fences must be kept neat and free of broken wire, pickets, boards and posts.

Flagpoles must be kept in top condition at all times by whatever method is required. Halyards must be checked for weathering and replaced as necessary. Flags must be free of damage due to wind action such as shredding and tearing.

ROADS, RAMPS, PARKING, AND VEHICLE BRIDGES 0833

The following section indicates maintenance standards appropriate for vehicle oriented structures. The maintenance of State Park roads, ramps, parking and vehicle bridges is the sole responsibility of the Department of Parks and Recreation.

DEFINITIONS 0833.1

The word "road" includes all of the following: all roads (including service and fire), vehicle bridges, parking spurs and parking lots (automobile and boat trailer). It also includes all appurtenant facilities such as guard rails, barriers, bumpers, curbs, culverts, road right-of-way fences, and signs which direct the vehicle operator.

Road maintenance and repair means:

(a) The preservation and maintaining of rights-of-way, and each type of roadway structure, safety convenience or device, planting, parking and street lighting, and related facilities in the safe and usable condition to which they have been improved or constructed, but does not include new construction or other improvements.

(b) Operation of special safety conveniences and devices, and lighting equipment.

(c) The special or emergency maintenance or repair necessitated by accidents or by storms or other weather conditions, slides, settlements or other unusual or unexpected damage to a roadway, structure or facility.

TYPES OF MAINTENANCE AND IMPROVEMENTS 0833.2

First priority shall be Category I work which includes all preventive and recurring maintenance and repair which is necessary annually or recurs within a five-year cycle.

Examples:

Patch a paved road.
Grade an unsurfaced road.
Restripe a road or parking lot.
Apply a dust (oil) coat on a graded road.
Clean gutters, drop inlets and culverts.
Install and remove snow poles.

Second priority shall be Category II work which includes maintenance and repairs which recur on a cycle of six or more years, corrective repairs, and maintenance which do not recur on a cyclical basis.

Examples:

Seal coat and restripe an Asphalt-concrete (AC) parking lot or road.
Replace or add culvert(s) to correct drainage problems.
Replace guardrail or sections of guardrails.
Upgrade a short section of road to eliminate costly maintenance; i.e., pave the turn-around section of a chip-seal road to eliminate damage to surface caused by turning heavy vehicles.
Resurfacing (in kind).
Replacement of subdrains - perforated pipe and gravel.
Replacement of downdrains.
Repair of fords.

Third priority shall consist of improvements and/or replacements of existing roads and will be called Category III. Category III projects will include projects which are currently considered as minor capital outlay, such as: a complete replacement of an existing bridge or roadway, a substantial alteration or realignment of an existing road, or upgrading a chip seal surface to an AC surface.

Fourth priority shall be new construction. Funds remaining in the State Park Highway Account in excess of those identified as necessary to accomplish Category I, II and III work will be available for construction of new roads as approved by the Legislature. Consideration should be given to new or additional access roads in existing units prior to committing funds to new developments.

The Operations Division will identify Category I, II and III projects annually. It will manage the road maintenance program. The Construction Unit of the Development Division will prepare plans and contracts and inspect construction for those projects the Operations Division requests this service on.

New construction projects will be handled by the Development Division.

BRIDGE AND PIER INSPECTION RESPONSIBILITY - CALTRANS 0833.3

All publicly used vehicle bridges and piers in the State Park System are inspected annually by the Bridge Maintenance Section of CALTRANS.

The Inspection Reports normally cover the condition of the structure and recommended maintenance work. A copy of each report is forwarded to the respective park District by the Facilities Maintenance Program Supervisor. Maintenance work recommended by CALTRANS should be incorporated into the Area Maintenance Program in Category I or II depending on the scope of the work.

ADDITION OF NEW BRIDGES 0833.4

All new public use vehicle bridges should also be reported to CALTRANS in order for them to be included on the "List of State Park Bridges" which are annually investigated and reported on by the Bridge Maintenance Section of CALTRANS.

ROADS, PAVED AREAS, PARKING SPURS 0833.5

The following aspects of paved facilities will be subject to inspection. Needed repairs will be requested in accordance with DOM Section 0820.

Drains - Open with no erosion or scouring at outlets.

Culverts - Open and clean with no erosion or scouring at outlets, drop inlets clear.

Known Slide and Slip-Out Areas - Provided with horizontal drains and terraced cut banks.

Asphaltic Concrete Dikes - In place, continuous with drainage outlets properly spaced.

Debris Retention Structures - In good repair, functioning and with no accumulation of debris.

Pavement - No holes, no vegetation; roadway shoulders well formed, free of vegetation; no erosion of slopes, striping in good condition, well defined; no evidence of shifting or settlement of subgrade; surfaces tight, no raveling of edges.

Vegetation - Trimmed back from roadway, no hazardous or weakened trees near parking areas or roadways.

Barriers - Wheel stops sound, secure, and in place. Gates sturdy and visible at 100 yards, due to location (in daylight) and reflectorization (at night). Gates not visible at 100 yards must be indicated by signs.

BRIDGES 0833.6

The following aspects will be examined by CALTRANS Bridge Maintenance inspectors. Area personnel should note such items and relay information to the bridge inspector.

Overall Appearance - Traveled way clear of obstructions. Exposed surfaces protected. Streambed unobstructed, free of litter.

Piers and Abutments - Intact; should show no evidence of displacement; no undercutting or other damage due to water action; connections to structure sound and protected.

Timber Work - Piles, caps, bracing, girders, floor beams planking, railings, curbs, trusswork and miscellaneous wood items - sound and free of fungus or insect damage; protected with wood preservatives, paint or other appropriate coatings.

Steelwork - Should show no distortion; joints tight; all rivets, bolts, welded sections intact; all surfaces should be well protected with paint and should show no evidence of corrosion. Cables and wire rope items should show proper tension and alignment and should be well lubricated; no rust or broken strands evident.

Miscellaneous Items - Fire protective equipment in place and operable, lighting fixtures lamped and operable, directional and warning signs properly placed, legible and adequate. Approaches and paths well defined.

STRUCTURES, OTHER THAN BUILDINGS AND BRIDGES 0834

The following methods and standards apply to marine developments and minor physical facilities.

MARINE DEVELOPMENTS 0834.1

Erosion Control and Bank Protective Devices - In place, masonry and concrete items in good repair; timber in sound condition, metal protected against corrosion.

Piers - Timber piles, caps, stringers, decking and railings sound; pile tops protected; lighting, signs, and safety aids in place and legible. Fire protective equipment adequate, operable and easily accessible.

Breakwaters, Bulkheads, Ripraps - Effectively in place, free of debris and well defined.

Wharves - Must be free of obstructions and public areas free of hazards; protective equipment operable and in good repair.

Docks - Gangways, railings, landing and embarking facilities safe and secure; structures sound.

Boat Launching Facilities - Paved ramp surface, non-slip, uniform and unbroken; submerged hazards marked; barriers and signs in place and legible; boat hoisting equipment safe, adequate and in good repair.

Mooring Facilities - Capacity posted; access free of obstructions; lighting and public safety aids in place and operable; dolphins well secured in place; piling showing little decay or insect damage.

Boat Storage Facilities - Adequate, protected and easily accessible.

Navigational Aids - Buoys, markers, lights, horns all in place and functioning. All items painted or otherwise protected against corrosion.

Floating Accessories - Swimming area markers, floats, lines, anchors, secured in place and in good repair.

Depth of Water and Bottom Conditions - Depth of water should be adequate and bottom known to be clear of rubbish and obstructions.

MISCELLANEOUS 0834.2

Tables - Hardware tight; free of splinters; free of carving; setting straight and firm; tables are not to be painted unless they were painted originally. A light coat of boiled linseed oil or wood preservative applied once every year or two is usually adequate protection.

Campground Cupboards - Hardware tight; free of splinters; all shelves in place; setting straight and firm. Cupboards are not to be painted. They can be treated with a wood preservative or light coat of boiled linseed oil.

Stoves - Repair cracks, chips, broken or damage or grill-plate hardware; replace faulty or rusty stove pipe; replace broken or missing fire brick; setting straight.

French Drains - Hose Bibbs - Riser supports should be maintained as designed; do not paint if the design called for stain or natural; rock/gravel free of foreign material and contained within concrete or wood frame work.

Fences - Tight, properly aligned, posts vertical, limited corrosion on metal work. Gates operable.

Signs - Properly located, legible, unobstructed, in good repair.

SYSTEMS 0835

The following sections deal with a variety of utility systems common to most state park units.

COMMUNICATION SYSTEMS (OTHER THAN RADIO) 0835.1

Refer to the standards of the Federal Communications Commission and the telephone company. Specific information should be available from the nearest major telephone company office. For radio communication systems, see DOM Chapter 12 (Telecommunications).

ELECTRICAL SUPPLY AND DISTRIBUTION SYSTEMS 0835.2

Generating Plant - Premises orderly and well kept; all equipment identified, well housed; structures protected and adequate; all equipment and controls operating within design temperature ranges; up-to-date record of normal maintenance posted at each major piece of mechanical equipment. All equipment identified, operating manuals available to maintenance personnel.

Transformer Station - Premises protected, orderly, all equipment identified; directional and warning devices functioning; cooling equipment operating within design capacity. Structures sound, secure and protected.

Distribution System - Feeders, primary and secondary mains, services adequate; pole lines sound, safe, clean of excessive plant growth, distribution transformers of adequate capacity; underground feeders, mains and services well protected with adequate cover; all underground lines located, marked and recorded. Record of normal maintenance of distribution system available for review by authorized personnel. (Titles 8 and 19, Division of Industrial Safety.)

FUEL SYSTEMS 0835.3

Refer to the standards of the National Board of Fire Underwriters and standards of the American Gas Association. These should be available at any major library or at the office of the city or county building inspector. (Health and Safety Code and Title 8 of the Division of Industrial Safety.)

SEWERAGE SYSTEMS 0835.4

Collection System - Location of mains, manholes, vents, laterals, lifts, valves, sumps, etc., marked and recorded. Manholes clear, sewer lines carrying normal flow with no obstructions; lift pumps operating within normal temperature range; controls properly set and functioning; no leaks; pressure lines identified, no leaks; all lines properly supported and covered.

Septic Tanks - Vents, manholes, ladders, etc., in place; scum at design level, air space unobstructed; sludge level well below inlet fitting, at least 12" earth cover over tank top; no leaks at inlet or outlet fittings; effluent sewer tight to distributing box; distributing box locations marked; distribution box clear, gates sound and in place; leaching bed or lines functioning with no surfacing of effluent.

Sewage Disposal Plant - All structures protected, roofs sound; fences, gates, doors, access walks, bridges, stairs, ladders secure and in good repair. All mechanical equipment functioning properly, motors operating within design temperature range; controls and safety devices properly set and functioning; premises free of accumulations of unused equipment, materials or debris. Maintain up-to-date record of health department tests of effluent or sludge on premises. All equipment identified, flow diagrams posted, operating manuals available to maintenance personnel.

WATER SUPPLY AND DISTRIBUTION 0835.5

Well and Spring Areas - Protected, identified, have positive controlled drainage; plant growth trimmed back.

Tanks - Clean, free of algae with vent screens intact, no appreciable leakage, valves identified, water level indicators functioning properly; structurally sound.

Reservoir Areas - Protected with substantial fence in good repair, and with vegetation trimmed back. Levees, dikes, dams, embankments protected against erosion, spillway channels, ditch linings, aprons intact.

Signs - Identifying domestic water supply, conspicuously placed, legible and in good repair.

Water Distribution Mains - Locations marked and recorded with materials and approximate ages noted. All valves, valve boxes, pressure regulators, hydrants, meters in good operating condition; identified and accessible.

Water Treatment Plant - Filters, pumps, circulators, tanks, piping systems, controls, conditioners, disinfecting equipment, identified with regular maintenance scheduled posted; health department test records on file.

Pumping Equipment - Adequate, protected, well housed, identified, with up-to-date schedule of ordinary maintenance and a record of tests posted.

Fire Protective Water System - Clearly marked and identified. Standards as set up by local fire department and the National Board of Fire Underwriters.

TRAILS AND FOOTBRIDGES 0836

Major items to inspect and maintain are indicated as follows:

Walking Surfaces - Reasonably smooth, free of hazardous materials, well drained and firm.

Stair Treads and Risers - Sound, no loose members.

Footbridges, Railings Guards and Other Structures - All secure and in good repair; properly protected.

Trail Lights - All operable and lamped and not obstructed.

Excessive Plant Growth - Trimmed back, trails defined, no hazardous or weakened trees or branches overhanging walking areas. Trimming must be done in an acceptable manner to do the least damage to the vegetation and to present a pleasing appearance to the trail user.

Barriers - In place at well defined hazards and at control points.

Water Bars - Those made of logs or other material should be checked for movement and made secure if necessary. Water bars ditched into the trail head should be renewed if erosion is apparent.

Short Cuts - Cover up short cuts between switchbacks with tree limbs, pine cones, dead vegetation, and rocks to deter erosion. All traces of the short cut should either be camouflaged or removed to prevent further use.

Trail Signs - These are important from safety and interpretive standpoints. Lettering must be clean, legible and unobtrusively placed. Repaint pedestrian zone lines when necessary, touch up deteriorated portions of signs, and clean as needed.

Other Items - Be observant of, and report on, the condition of the area. Are there indications of insect infestation? Plant disease conditions? New erosion problems? Windthrow? Hazardous tree conditions? Animal population changes or problems? Natural history observations that should be recorded for interpretation or other purposes? Visitor use of the trails, etc.

INTERPRETIVE OBJECTS 0837

Interpretive Objects in Storage

1. Organic Materials
   - 01 Leather - Mold, insect and rodent damage, desiccation from high temperature, hardening and brittleness
   - 02 Paper - Books, Prints, Drawings, Manuscripts, Maps, Letters, etc. - Excessive exposure to light, high moisture content in surrounding air, mold and insect damage, dust
   - 03 Textiles - Excessive exposure to direct light, fading, dust, mold and insect damage
   - 04 Wood - Excessive dryness, rapid fluctuations in humidity and temperature cause warping, mold and insect damage
   - 05 Basketry - Excessive dryness, dampness, dust, insect and mold damage
   - 06 Bone and Ivory - Dust

2. Paintings
   - 01 Oil - Cleavage, cracking, flaking, excessive light and moisture, insects, air pollution, dust
   - 02 Watercolor - Excessive light and moisture, insects, air pollution, dust

3. Organic Materials
   - 01 Metals - Corrosion, formation of tarnishes, patinas
   - 02 Ceramics - Dust and water moisture in air
   - 03 Glass - Dust and water moisture in air, excessive exposure to direct light
   - 04 Stone - Dust and water moisture in air

4. Firearms
   - 01 Rifles - Dust, dirt, water moisture in air
   - 02 Pistols - Dust, dirt, water moisture in air

MAINTENANCE SCHEDULE GUIDELINES 0840

The following schedules provide guidelines for the timing of certain actions required to maintain the exterior and interior surfaces of buildings and structures. These schedules take into account various conditions, such as use and climate, which affect the rate of facility deterioration.

Where specific local conditions indicate the need for a maintenance schedule different from that suggested in these guidelines, the guidelines should be modified as appropriate. Such changes should be noted in the Area copy of this manual, reviewed by the District Office, and passed on to the Maintenance Services Section, Operations Division, for possible use in a future manual revision.

SCHEDULE GUIDELINES NOMENCLATURE 0841

The two following lists define and explain the abbreviations used in the maintenance schedule guidelines, which appear in DOM Sections 0841.1 and 0841.2 in tabular form.

Exposure:

B - Beach and Ocean Exposure	M - Mountain Areas (above 3,000')
V - Inland Valleys and Foothills	D - Desert Areas

Building Use Classifications:	Appropriate Abbreviation
Comfort Stations Comfort Station and Dressing Rooms Combination Buildings Bath Houses Public Restrooms in other buildings	P.R. = Public Restrooms
Concessioner's Buildings Small Interpretive Buildings Fuel Dispensary Laundry	P.S. = Public Service
Museums - Exhibition Halls Recreation Halls Arena Theater Waiting Room Churches	P.A. = Public Assembly
Park Office Kiosk Utility Buildings Garages Waterworks Building Sewage Disposal Plant Building Warehouse Shop Powerhouse	U.O. = Unit Operations
Single Family Park Residence Duplex Residence Multiple Housing Unit Temporary Housing for Park Personnel	U.U.R. = Unit Use Residence
Dwelling units rented to public on concession basis; structures appurtenant to rental residences	U.R.R. = Unit Rental Residence
Historic Structures Historic Building Ruins Historic Monuments Interpretive Materials	H = Historic Buildings

SUGGESTED SCHEDULE FOR EXTERIOR SURFACES 0841.1

See attached schedule.

SUGGESTED SCHEDULE FOR INTERIOR SURFACES 0841.2

See attached schedule.

SUGGESTED SCHEDULES FOR NORMAL MAINTENANCE OF BUILDING SURFACES

A. EXTERIOR SURFACES

		BUILDING USES						
Exterior Surfaces	**Exposure**	**P.R.**	**P.S.**	**P.A.**	**U.O.**	**U.U.R.**	**U.R.R.**	**H.**
Ferrous Metal (Painted)	B	Clean & Repaint Yearly	Clean & Repaint Yearly	Clean & Repaint Yearly	Clean & Repaint Yearly	Clean & Repaint Yearly	Clean & Repaint Yearly	Clean & Repaint Yearly
	V	Clean & Repaint Every 2 Years	Clean & Repaint Every 2 Years	Clean & Repaint Every 2 Years	Clean & Repaint Every 2 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years
	M	Clean & Repaint Every 4 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years
	D	Clean & Repaint Every 4	Clean & Repaint Every 4	Clean & Repaint Every 4	Clean & Repaint Every 4	Clean & Repaint Every 4	Clean & Repaint Every 3	Clean & Repaint Every 4
Non-Ferrous Metal (Painted)	B	Clean Weekly	Clean Weekly	Clean Weekly	Clean Monthly	Clean Monthly	Clean Monthly	Clean Monthly
	V	Clean Monthly	Clean Monthly	Clean Monthly	Clean Yearly	Clean Yearly	Clean Yearly	Clean Yearly
	M	Clean Semi-Annual	Clean Semi-Annual	Clean Yearly	Clean Yearly	Clean Yearly	Clean Yearly	Clean Yearly
	D	Clean Yearly	Clean Yearly	Clean Yearly	Clean Yearly	Clean Yearly	Clean Yearly	Clean Yearly
Wood (Painted)	B	Clean & Repaint Every 2 Years	Clean & Repaint Every 2 Years	Clean & Repaint Every 2 Years	Clean & Repaint Every 2 Years	Clean & Repaint Every 2 Years	Clean & Repaint Every 2 Years	Clean & Repaint Every 2 Years

Exterior Surfaces	Exposure	P.R.	P.S.	P.A.	U.O.	U.U.R.	U.R.R.	H.
Wood (Painted) *(continued)*	V	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 4 Years
	M	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years
	D	Clean & Repaint Every 2 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years
Wood (Stained)	B	Clean & Restain Every 2 Years	Clean & Restain Every 2 Years	Clean & Restain Every 2 Years	Clean & Restain Every 2 Years	Clean & Restain Every 2 Years	Clean & Restain Every 2 Years	Clean & Restain Every 2 Years
	V	Clean & Restain Every 3 Years	Clean & Restain Every 3 Years	Clean & Restain Every 3 Years	Clean & Restain Every 3 Years	Clean & Restain Every 3 Years	Clean & Restain Every 3 Years	Clean & Restain Every 3 Years
	M	Clean & Restain Every 3 Years	Clean & Restain Every 3 Years	Clean & Restain Every 3 Years	Clean & Restain Every 3 Years	Clean & Restain Every 4 Years	Clean & Restain Every 4 Years	Clean & Restain Every 4 Years
	D	Clean & Restain Every 3 Years	Clean & Restain Every 4 Years	Clean & Restain Every 4 Years	Clean & Restain Every 4 Years	Clean & Restain Every 4 Years	Clean & Restain Every 4 Years	Clean & Restain Every 4 Years
Plastic	B	Clean Weekly	Clean Weekly	Clean Monthly	Clean Monthly	Clean Bi-monthly	Clean Bi-monthly	Clean Semi-annual
	V	Clean Monthly	Clean Monthly	Clean Monthly	Clean Monthly	Clean Monthly	Clean Bi-monthly	Clean Semi-annual

Exterior Surfaces	Exposure	P.R.	P.S.	P.A.	U.O.	U.U.R.	U.R.R.	H.
Plastic *(continued)*	M	Clean Semi-annual	Clean Semi-annual	Clean Semi-annual	Clean Semi-annual	Clean Semi-annual	Clean Semi-annual	Clean Annual
	D	Clean Monthly	Clean Bi-monthly	Clean Bi-monthly	Clean Bi-monthly	Clean Semi-annual	Clean Semi-annual	Clean Annual
Ceramic	B	Clean Weekly	Clean Weekly	Clean Monthly	Clean Monthly	Clean Bi-monthly	Clean Semi-annual	Clean Annual
	V	Clean Monthly	Clean Yearly	Clean Yearly	Clean Yearly	Clean Yearly	Clean Yearly	Clean Yearly
	M	Clean Yearly	Clean Yearly	Clean Yearly	Clean Yearly	Clean Yearly	Clean Yearly	Clean Yearly
	D	Clean Yearly	Clean Yearly	Clean Yearly	Clean Yearly	Clean Yearly	Clean Yearly	Clean Yearly
Masonry	B	Clean Every 2 Years	Water-proof Sealer Every 2 Years	Water-proof Sealer Every 2 Years	Water-proof Sealer Every 2 Years	Water-proof Sealer Every 2 Years	Water-proof Sealer Every 2 Years	Water-proof Sealer Every 2 Years
	V	Clean Every 2 Years	Water-proof Sealer Every 2 Years	Water-proof Sealer Every 2 Years	Water-proof Sealer Every 2 Years	Water-proof Sealer Every 2 Years	Water-proof Sealer Every 2 Years	Water-proof Sealer Every 2 Years
	M	Clean Every 2 Years	Water-proof Sealer Every 3 Years	Water-proof Sealer Every 3 Years	Water-proof Sealer Every 3 Years	Water-proof Sealer Every 3 Years	Water-proof Sealer Every 3 Years	Water-proof Sealer Every 3 Years
	D	Clean Every 3 Years	Clean Every 3 Years	Clean Every 3 Years	Clean Every 3 Years	Clean Every 3 Years	Clean Every 3 Years	Clean Every 3 Years

Exterior Surfaces	Exposure	P.R.	P.S.	P.A.	U.O.	U.U.R.	U.R.R.	H.
Concrete (Plain)	B	Water-proof Sealer Every 2 Years	Water-proof Sealer Every 2 Years	Water-proof Sealer Every 2 Years	Water-proof Sealer Every 2 Years	Water-proof Sealer Every 2 Years	Water-proof Sealer Every 2 Years	Water-proof Sealer Every 3 Years
	V	Water-proof Sealer Every 3 Years	Water-proof Sealer Every 3 Years	Water-proof Sealer Every 3 Years	Water-proof Sealer Every 3 Years	Water-proof Sealer Every 3 Years	Water-proof Sealer Every 3 Years	Water-proof Sealer Every 4 Years
	M	Water-proof Sealer Every 5 Years	Water-proof Sealer Every 5 Years	Water-proof Sealer Every 5 Years	Water-proof Sealer Every 5 Years	Water-proof Sealer Every 5 Years	Water-proof Sealer Every 5 Years	Water-proof Sealer Every 5 Years
	D	Inspect Yearly	Inspect Yearly	Inspect Yearly	Inspect Yearly	Inspect Yearly	Inspect Yearly	Inspect Yearly
Concrete (Painted)	B	Clean & Repaint Every 2 Years	Clean & Repaint Every 2 Years	Clean & Repaint Every 2 Years	Clean & Repaint Every 2 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years
	V	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 5 Years
	M	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 4 Years
	D	Clean & Repaint Every 2 Years	Clean & Repaint Every 2 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 5 Years

Exterior Surfaces	Exposure	P.R.	P.S.	P.A.	U.O.	U.U.R.	U.R.R.	H.
Stone (Rough)	B	Water-proof Sealer Every 2 Years	Water-proof Sealer Every 2 Years	Water-proof Sealer Every 2 Years	Water-proof Sealer Every 2 Years	Water-proof Sealer Every 2 Years	Water-proof Sealer Every 2 Years	Water-proof Sealer Every 4 Years
	V	Clean Every 2 Years	Water-proof Sealer Every 3 Years	Water-proof Sealer Every 3 Years	Water-proof Sealer Every 3 Years	Water-proof Sealer Every 3 Years	Water-proof Sealer Every 3 Years	Water-proof Sealer Every 4 Years
	M	Clean & Water-proof Every 3 Years	Clean & Water-proof Every 3 Years	Clean & Water-proof Every 3 Years	Clean & Water-proof Every 4 Years	Clean & Water-proof Every 4 Years	Clean & Water-proof Every 4 Years	Clean & Water-proof Every 4 Years
	D	Inspect Repair Yearly	Inspect Repair Yearly	Inspect Repair Yearly	Inspect Repair Yearly	Inspect Repair Yearly	Inspect Repair Yearly	Inspect Repair Yearly
Stone (Polished)	B	Clean Monthly	Clean Monthly	Clean Monthly	Clean Yearly	Clean Yearly	Clean Yearly	Clean Yearly
	V	Clean Monthly	Clean Yearly	Clean Yearly	Clean Every 2 Years	Clean Every 2 Years	Clean Every 2 Years	Clean Every 3 Years
	M	Clean Monthly	Clean & Repair Every 2 Years	Clean Every 2 Years	Clean Every 2 Years	Clean & Repair Every 2 Years	Clean & Repair Every 2 Years	Clean & Repair Every 3 Years
	D	Clean Monthly	Clean Yearly	Clean Yearly	Clean Yearly	Clean Yearly	Clean Yearly	Clean Yearly
Glass	B	Clean Weekly	Clean Every 2 Weeks	Clean Every 2 Weeks	Clean Every 6 Months	Clean Yearly	Clean Yearly	Clean Yearly

Exterior Surfaces	Exposure	P.R.	P.S.	P.A.	U.O.	U.U.R.	U.R.R.	H.
Glass *(continued)*	V	Clean Weekly	Clean Every 2 Weeks	Clean Every 2 Weeks	Clean Every 6 Months	Clean Yearly	Clean Yearly	Clean Yearly
	M	Clean Weekly	Clean Every 2 Weeks	Clean Every 2 Weeks	Clean Every 6 Months	Clean Yearly	Clean Yearly	Clean Yearly
	D	Clean Weekly	Clean Every 2 Weeks	Clean Every 2 Weeks	Clean Every 6 Months	Clean Yearly	Clean Yearly	Clean Yearly
Cement Asbestos (Natural)	B	Water-proof Every 2 Years	Water-proof Every 2 Years	Water-proof Every 2 Years	Water-proof Every 4 Years	Water-proof Every 4 Years	Water-proof Every 4 Years	
	V	Water-proof Every 3 Years	Water-proof Every 3 Years	Water-proof Every 3 Years	Water-proof Every 5 Years	Water-proof Every 5 Years	Water-proof Every 5 Years	
	M	Water-proof Every 3 Years	Water-proof Every 3 Years	Water-proof Every 3 Years	Water-proof Every 5 Years	Water-proof Every 5 Years	Water-proof Every 5 Years	
	D	Inspect Yearly	Repair as Required	Repair as Required	Repair as Required	Repair as Required	Repair as Required	
Cement Plaster (Painted)	B	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 5 Years
	V	Clean & Repaint Every 4 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 5 Years	Clean & Repaint Every 5 Years	Clean & Repaint Every 5 Years	Clean & Repaint Every 6 Years

Exterior Surfaces	Exposure	P.R.	P.S.	P.A.	U.O.	U.U.R.	U.R.R.	H.
Cement Plaster (Painted) *(continued)*	M	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 4 Years
	D	Clean & Repaint Every 4 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 4 Years	Clean & Repaing Every 4 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 4 Years

B. INTERIOR SURFACES

Interior Surfaces	Exposure	BUILDING USES P.R.	P.S.	P.A.	U.O.	U.U.R.	U.R.R.	H.
Metal (Painted)	B	Clean & Repaint Yearly	Clean & Repaint Every 2 Years	Clean & Repaint Yearly	Clean & Repaint Every 2 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 3 Years
	V	Clean & Repaint Yearly	Clean & Repaint Every 2 Years	Clean & Repaint Every 2 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 4 Years
	M	Clean & Repaint Yearly	Clean & Repaint Every 2 Years	Clean & Repaint Every 2 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 4 Years	Clean Repaint Every 4 Years	Clean & Repaint Every 4 Years
	D	Clean & Repaint Every 2 Years	Clean & Repaint Every 2 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 4 Years
Metal (Polished)	B	Clean Daily	Clean Weekly	Clean Weekly	Clean Monthly	Clean Monthly		Clean Monthly
	V	Clean Daily	Clean Weekly	Clean Weekly	Clean Bi-monthly	Clean Bi-monthly		Clean Bi-monthly
	M	Clean Daily	Clean Weekly	Clean Weekly	Clean Bi-monthly	Clean Bi-monthly		Clean Semi-annual
	D	Clean Daily	Clean Weekly	Clean Weekly	Clean Semi-annual	Clean Semi-annual		Clean Semi-annual
Wood (Painted or Stained)	B	Clean & Repaint Yearly	Clean & Repaint Every 2 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 5 Years

Interior Surfaces	Exposure	P.R.	P.S.	P.A.	U.O.	U.U.R.	U.R.R.	H.
Wood (Painted or Stained) *(continued)*	V	Clean & Repaint Yearly	Clean & Repaint Every 2 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 5 Years
	M	Clean & Repaint Yearly	Clean & Repaint Every 2 Years	Clean & Repaint Every 3 Years	Clean & Reapint Every 4 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 4 Years	Clean & Repaint Every 5 Years
	D	Clean & Repaint Yearly	Clean & Repaint Every 2 Years	Clean & Repaint Every 3 Years	Clean & Repaint Every 6 Years	Clean & Repaint Every 6 Years	Clean & Repaint Every 6 Years	Clean & Repaint Every 6 Years
Wood (Natural)	B	Clean & Refinish Yearly	Clean & Refinish Every 2 Years	Clean & Refinish Every 3 Years	Clean & Refinish Every 4 Years	Clean & Refinish Every 4 Years	Clean & Refinish Every 4 Years	Clean & Refinish Every 10 Years
	V	Clean & Refinish Every Year	Clean & Refinish Every 2 Years	Clean & Refinish Every 3 Years	Clean & Refinish Every 4 Years	Clean & Refinish Every 4 Years	Clean & Refinish Every 4 Years	Clean & Refinish Every 10 Years
	D	Clean & Refinish Every 2 Years	Clean & Refinish Every 3 Years	Clean & Refinish Every 4 Years	Clean & Refinish Every 4 Years	Clean & Refinish Every 5 Years	Clean & Refinish Every 5 Years	Clean & Refinish Every 10 Years
	M	Clean & Refinish Every 2 Years	Clean & Refinish Every 2 Years	Clean & Refinish Every 3 Years	Clean & Refinish Every 3 Years	Clean & Refinish Every 4 Years	Clean & Refinish Every 4 Years	Clean & Refinish Every 10 Years
Plastic	B	Clean Daily	Clean Weekly	Clean Weekly	Clean Monthly	Clean Monthly		
	V	Clean Daily	Clean Weekly	Clean Weekly	Clean Monthly	Clean Monthly		
	M	Clean Daily	Clean Weekly	Clean Weekly	Clean Monthly	Clean Monthly		

Interior Surfaces	Exposure	P.R.	P.S.	P.A.	U.O.	U.U.R.	U.R.R.	H.
Plastic *(continued)*	D	Clean Daily	Clean Weekly	Clean Weekly	Clean Monthly	Clean Monthly		
Ceramics	B	Clean Daily	Clean Daily	Clean Monthly	Clean Monthly	Clean Monthly		
	V	Clean Daily	Clean Daily	Clean Monthly	Clean Monthly	Clean Monthly		
	M	Clean Daily	Clean Daily	Clean Monthly	Clean Monthly	Clean Monthly		
	D	Clean Daily	Clean Daily	Clean Monthly	Clean Monthly	Clean Monthly		
Concrete (Natural)	B	Clean Daily	Clean Weekly	Clean Monthly	Clean Yearly	Clean Monthly		Clean Every 2 Years
	V	Clean Daily	Clean Weekly	Clean Monthly	Clean Yearly	Clean Monthly		Clean Every 2 Years
	M	Clean Daily	Clean Weekly	Clean Monthly	Clean Yearly	Clean Monthly		Clean Every 2 Years
	D	Clean Daily	Clean Weekly	Clean Monthly	Clean Yearly	Clean Monthly		Clean Every 2 Years

DEPRECIATION OF STANDARD FACILITIES - CRITERIA 0850

Various types of standard facilities have economically useful lives which can be estimated with some accuracy. During this period, careful maintenance will keep the facility providing the service for which it was intended; subsequently, the cost of maintenance becomes excessive and the quality of service declines.

The following sections provide both general and specific guidelines for determining the rate at which certain types of facilities deteriorate, with competent maintenance, to the point of obsolescence. All guidelines represent averages and estimates, and may be appropriately adjusted for particular circumstances. Identified historic structures are not considered here, as the objective is to maintain them indefinitely.

GENERAL CRITERIA 0850.1

Standard facilities may be considered to have served their useful life when one or more of the following conditions prevail:

A. When annual maintenance costs exceed 20% of present replacement value of facility regardless of age.

B. When facility becomes a hazard that cannot be corrected for less than one half of its present replacement value.

C. When use of facility is no longer compatible with operations when fully developed according to Master Plan of Unit.

D. When annual maintenance costs exceed returns to State on completely amortized and depreciated concessions facilities.

E. When an entire utility system or a portion thereof will no longer carry its intended load.

NOTE: In those cases where a facility is shown on our facilities inventory, see DAM Chapter 0900 for deletion process.

There may be cases where a "standard facility" has never been recognized as having any historical or cultural significance. Therefore, before any building or structure (improvement) is demolished, clearance must be obtained from other Divisions/Offices as well as Operations headquarters. See DOM Chapter 1600 for approval process.

DEPRECIATION STANDARDS: ROADS, TRAILS AND PAVED AREAS 0851

A. When present locations no longer serve intended use due to changes resulting from implementation of general plan.

B. When annual maintenance costs exceed costs of relocation or reconstruction.

DEPRECIATION STANDARDS: SYSTEMS 0852

Any utility becomes inadequate and obsolete as a result of the following:

A. Design loading is exceeded by extension to new developments.

B. Changes in use pattern resulting from planned developments.

C. Violations of recognized code standards that result in hazards to life and property.

Replace utilities wholly or in part when conditions exist as follows:

COMMUNICATION SYSTEM 0852.1

System failure; annual maintenance cost exceeds 30% of present replacement value of system; hazardous structural condition of components; obsolete equipment, replacement parts not available.

ELECTRICAL SYSTEM 0852.2

A. Generating Plant - Overloaded equipment, obsolete equipment with replacement parts not available; safety hazards about plant that cannot be corrected; annual maintenance cost exceeds 25% of present replacement value.

B. Distribution System - Pole line components in hazardous condition, structural and electrical overloading exists; excessive voltage drop or current loss in underground system; complete failure of components.

C. Services - When conductor size is too small to carry load, hazardous structural or electrical conditions.

FUEL SUPPLY AND DISTRIBUTION SYSTEM 0852.3

A. Hazardous, unprotected location of liquid petroleum gas storage tanks, in violation of Industrial Safety Regulations.

B. Distribution piping corroded, leaking and exposed to mechanical damage.

C. Insufficient capacity of storage facility for existing demand resulting in more than weekly servicing by gas supply company.

SEWAGE DISPOSAL SYSTEM 0852.4

A. Surfacing of effluent in leaching bed or field.

B. Chronic stoppage of sewers and evidence of excessive infiltration of water into collection system, excessive leakage from pressure lines.

C. Pumping Equipment - Worn out, obsolete, replacement parts unavailable, efficiency of motors below 60%.

D. Disposal System

1. Septic tank too small; leaking excessively.

2. Sewage lagoons too small; odorous and hazardous.

3. Treatment plant components not functioning due to mechanical failures, improper design, structural damage and/or failure.

WATER SYSTEM 0852.5

A. Supply - Uncontrollable pollution or contamination.

B. Storage Facilities - Reservoirs (1) exposed to uncontrollable pollution or contamination; (2) structurally unsound dams, or storage tanks.

C. Treatment Plant - Poor accessibility; maintenance and operating costs exceed value of product (potable water).

D. Distribution System - Generally distributed leaks; reduction in cross section of piping by 40% due to deposit of impurities; appreciable free rust or scale in system.

E. Pumping Equipment - Replacement parts not available; efficiency of motors below 60%.

F. Fire Protective System - Alarm system inoperative, hydrants and accessories not standard and replacement parts unavailable; valves inoperative.

DEPRECIATION STANDARDS: MISCELLANEOUS STRUCTURES 0853

1. Marine Developments

   A. Safety and health hazards become excessive due to dilapidation and obsolescence.

   B. Annual maintenance costs of component parts exceed 25% of present replacement value.

   C. Destruction of facility to 50% by storm, wave action or other causes.

   D. Facility no longer adequate due to increased traffic or use.

2. Camp Sites and Picnic Areas

   A. Destruction of facility to 50% by floods, storm or other cause.

   B. Excessive use has harmed natural features to imminent total loss.

   C. When present location no longer serves its present use due to changes resulting from implementation of master plan.

SURPLUS MATERIAL - INVENTORY AND DISPOSAL 0860

A modest inventory of frequently used materials is necessary for an efficient maintenance program. An excessive inventory of materials, however, is costly in terms of nonworking maintenance dollars, plus the cost of storage, handling, loss, damage and deterioration.

Once each year the District should canvass all of its Areas and compile a list of materials which are surplus to the needs of the Area Maintenance Programs. The list should be circulated to all Areas in the District with the understanding that the materials listed are available for planned maintenance projects. A list of any material remaining should be sent to the Facilities Maintenance Program Supervisor for circulation among the Districts. The transportation of surplus material is to be worked out between Areas and/or Districts.

SIGN PROGRAM 0870

It is the policy of the Department of Parks and Recreation to provide signs which employ a uniform method of communicating information in a clear, understandable manner in units of the State Park System, in harmony with the environment, the park visitor and other recreational entities at the lowest reasonable cost.

The responsibility for development of a coordinated departmental sign program is assigned to the Manager, Maintenance Services Section, by the Associate Director for Operations. The Sign Unit is delegated authority to carry out this responsibility. The District Superintendents are responsible to ensure that all signs installed in their Districts are in conformance with approved standards and specifications. Coordination of the sign program with the field units will be through the District Superintendents. Area personnel will install, maintain and replace approved State Park System signs.

The sign program initially emphasized a major effort toward conversion of an historical method and style of State Park System signing accomplished at the field unit level, to a style and method that is used by most major governmental entities, and provide a better product at less cost. The sign program is centralized for sign design and production.

The following provides the Department with a planned sign program for the initial conversion, continuing maintenance and other signing needs.

1. Identify the signing needs of the State Park System.

2. Develop a standardized, uniform signing program that will meet those needs and provide for ease of programmed management at the lowest reasonable cost.

3. Identify the sign program budget needs in order to:

   A. Implement the sign program in all units of the State Park System within approved standards.

   B. Provide a planned program of sign maintenance at the lowest reasonable cost/service ratio.

   C. Make sign standards available to all departmental staff for application to all developments and concessions, to assure uniform signing throughout the State Park System.

SIGN HANDBOOK 0871

To provide those references needed for an ongoing Department sign program, a departmental sign handbook will be distributed to all Divisions, Districts, and Areas. The sign handbook will be composed of a sign specification section, and a sign catalog section for those signs usable statewide. In addition, each District and Area will be supplied a binder which lists the unit's one-of-a-kind signs, a recap sheet listing all the unit's signs and a map showing the sign locations.

PROGRAM EVALUATION 0872

Field personnel are in the best position to evaluate the effectiveness of this program. Information, suggestions relative to the sign program - both good and bad - should be made available to the Sign Unit.

Area personnel should combine user comments with operating experience and forward this information to their District Superintendent. District Superintendent should comment and forward suggestions to the Associate Director for Operations.

SIGN MAINTENANCE 0873

WOODEN SIGNS 0874

Over the years State Park System employees have developed individual expertise in making, installing and maintaining wooden signs. At the same time there has developed an almost infinite number of methods and materials to accomplish these tasks. In a review of the wooden signs throughout the state it was not possible to conclude that there was one right way to maintain wooden signs that are routed, painted and/or stained. In those units not converted to the new standards, the existing wooden signs will continue to be maintained on the current schedule established by the individual Areas. Such maintenance will be carried out to include immediate repair to damaged signs.

METAL SIGNS 0875

CLEANING 0875.1

A wet nonabrasive cleaner suitable for high quality painted finishes (listed below) applied with a soft rag, sponge, car-wash brush, or mop is to be used to avoid unnecessary abrasion to the facing material. Always flush the surface first with clean water to remove any loose particles.

1. Normal dirt - Flush the sign thoroughly with a jet of water to remove any loose abrasive particles. After flushing wash thoroughly from top down, using a mild detergent such as Dreft, Vel or Surf. Once suds are applied, keep a steady stream of water flowing to flush away all dirt. (A car-wash brush is well suited for this purpose.) The mildest detergents are the liquid dish soaps.

2. Car oil, diesel smut, bituminous material - Kerosene, mineral spirits or white gasoline may be used. Avoid other solvents. Follow solvent cleaning with a thorough detergent and water-wash and clean water rinse.

3. Pollen and fungus - Wash the surface with a 3% to 5% sodium hypochlorite solution or detergent and water. Rinse with clean water.

4. Effects of vandalism (lipstick, crayon, etc.) - Choose the appropriate solvent, i.e., kerosene or white gasoline, to remove the material in question. Follow with detergent and water and clean water rinse.

5. Other severe contamination - When the above cleaning methods will not adequately clean the signs because of sign defacement by other specific agents, the Sign Shop should be contacted for other instructions, or in some cases to set up test procedures for the cleaning methods.

RESTORATION 0875.2

Generally, signs that have received the above simple maintenance procedures should give effective service for a minimum of seven to ten years. However, the direction of exposure and age will determine the practicability of continued sign maintenance. On reflective signs inspections should be made at least once a year during nighttime hours to test for reflectance. Those signs that no longer reflect would be replaced if reflectance is needed.

Depending on the sign backing material (especially if other than aluminum) and its condition, total replacement may be necessary. In many cases, however, the useful life of a damaged sign may be extended to the normal limit by repair. Damaged areas can be repaired in the field by an application of pressure sensitive sheeting or touch up paint.

Straighten signs on the post whenever needed, inspecting face for loose areas of sheeting. If paint or sheeting has been damaged, but the aluminum has not been punctured, corrosion should be removed and the sign properly prepared before applying reflective sheeting patches or touch up paint. Loose areas of sheeting should be trimmed with a knife and the area cleaned before patching.

On non-reflectorized signs touch up paint is available in the same color as the original sign.

Sign punctures can be straightened with hammer and flat dolly, and patched by field application of oversized circles or rectangles cut from matching pressure sensitive sheeting. Patches provide better durability if the hole is first patched on the sign face with pressure sensitive No. 425UAL aluminum foil tape.

SIGN BACKS 0876

Sign backs should receive the same inspection and maintenance care as is given the faces.

REPLACING AND ADDING SIGNS 0880

REPLACEMENT 0881

Replacement signing is now available through the Department of Parks and Recreation Stockroom. The DPR Sign Handbook dated July 1978 contains sections for recreational symbols, hazard, management, land management, standard interpretive and construction, regulatory and warning signs. All Districts and Areas will now meet their replacement signing needs by using the following procedure. (See Sample 0881.)

RESPONSIBILITY	ACTION
Area	1. Prepares four copies of DPR 139 indicating on the order if the signs are replacement signs or additional signs. Lists each sign by sign number and size.
	2. Retains one copy and sends original and two copies to District Headquarters.
District	3. Approves order, retains one copy and forwards original and one copy to Sign Unit.
Sign Unit	4. Checks order and forwards to Stockroom or fabricator for signs not in stock.
Stockroom	5. Fills order, retains original DPR 139.
	6. Sends signs and copy of DPR 139 directly to Area. Signs marked as back ordered have been ordered and will be shipped directly from fabricator.
Area	7. Receives order, reconciles items to suspense copy of DPR 139. Destroys suspense copy after reconciling and files duplicate copy returned with order.

Allow ten days for delivery of in stock signs. Allow 45 days delivery for signs not in stock.

Additional signing of all types will be added to the Stockroom inventory as scheduling permits. The Department of Parks and Recreation Sign Handbook will be kept current to reflect the signs that are available, either in stock or that can be ordered.

ADDITIONAL 0882

Prepare a DPR 139 as outlined in Section 0881. In addition, the Area will prepare an original and three copies of Form DPR 32, using specifications in the DPR Sign Handbook. Contact the Sign Unit if assistance is required. Attach the DPR 32 to the Form DPR 139 along with a copy of the Area's sign plan map showing the proposed location(s) of the additional sign(s) and forward as instructed.

District reviews and forwards approved DPR 32-DPR 139 packages to Sign Unit. The Sign Unit will review for conformance to current policy and prepare final design and arrange for fabrication and delivery of the sign(s) ordered. The Sign Unit will also upgrade the Area's sign plan map and revise the Sign Inventory Recap Sheet (DPR 31) and return revised copies of both to the Area and District. Changes in the Area's sign inventory shall be made in accordance with DAM Section 0941.

SIGNING REQUIRED BY DEVELOPMENT AND CONSTRUCTION 0883

For capital outlay project signing Operations Division Sign Unit will coordinate with Development Division the application of departmental signing standards and specifications as follows:

1. The Development Division will furnish the Operations Division Sign Unit a plot plan of the project requiring signing.

2. Sign Unit will prepare cost estimates for the design, fabrication and installation for each project.

3. The Development Division will make available to the Operations Division Sign Unit the funding necessary for the design, fabrication and installation of all signing required for Major Capital Outlay project signing.

4. The Operations Division Sign Unit will coordinate with District and Area the funding and installation details to assure that project signing is coordinated with project completion dates.

5. Nine months will be the normal lead time required from the time the funding is made available to the Sign Unit to the time signs are scheduled for installation. This allows adequate lag time for the final designing process by the Sign Unit, and fabrication and delivery to meet completion schedules set by the Development Division.

DEPARTMENT OF PARKS AND RECREATION

FACILITY INVENTORY LISTING

AREA 111 - HIOUCHI AREA
UNIT 102 - JEDEDIAH SMITH REDWOODS SP

RUN-DATE 02/03/79

FACILITY NUMBER	DESCRIPTION	NO. OF ITEMS	LOCATION IN UNIT	TYPE CONST	YEAR CONST	YEAR REST	SIZE	TRANS DATE	PROPERTY NUMBER	ACQ YR	ACQ COST
102-A-1-01-0-001	BLDG KIOSK	1	ENTRANCE	WF	1960		7X16	08/72	A 4494	60	$ 3,500.00
102-A-1-07-0-001	BLDG GAS/OIL HSE	1	SER AREA	WF	1966		13X26	08/72	A 4209	00	$ 1,000.00
102-A-1-10-0-001	BLDG OFFICE	1	PARK OFFICE	WF	1948E		21X24	08/72	10601	00	$ 0.00
102-A-1-13-1-001	BLDG STRG EQUIP	1	SER AREA (4CAR)	WF	1949E		26X48	08/72	10604	00	$ 3,607.80
102-A-1-17-0-001	BLDG UTIL	1	SER AREA (2CAR)	WF	1950E		26X48	08/72	10686	00	$ 0.00
102-A-3-02-0-001	BLDG CABIN	1	SUMMER HELP	WF	1960		9X12	08/72	A 4495	60	$ 600.00
102-A-3-02-0-002	BLDG CABIN	1	SUMMER HELP	WF	1960		9X12	08/72	A 4496	60	$ 600.00
102-A-3-04-2-001	BLDG GARAGE	1	RES 10602,2	WF	1950E		20X20	08/72	10605	00	$ 2,700.00
102-A-3-04-2-002	BLDG GARAGE	1	RES 10603,1	WF	1949E		20X20	08/72	10606	00	$ 2,000.13
102-A-3-04-2-003	BLDG GARAGE	1	RES 4	WF	1946E		22X28	10/73	C 1216	72	$ 2,000.00
102-A-3-04-2-005	GARAGE 2 CAR	1	RES 6	WF	1927			01/78		00	$ 0.00
102-A-3-04-3-001	BLDG GARAGE	1	CAMP LINCOLN	S			21X32 FT	09/75		75	$ 3,360.00
102-A-3-05-1-001	RESIDENCE =5	1	CAMP LINCOLN	WF	UNK		21X34	01/78	C 1278	75	$ 7,140.00
102-A-3-05-2-001	BLDG RES	1	RES 2	WF	1950		30X48	08/72	10602	00	$ 9,060.00
102-A-3-05-2-002	BLDG RES	1	RES 1	WF	1949		30X48	08/72	10603	00	$ 0.00
102-A-3-05-2-003	BLDG RES	1	RES 3 SAWYER	WF	1946E		20X24	10/73	C 1214	72	$ 3,713.00
102-A-3-05-2-004	BLDG RES	1	RES 4 SAWYER	WF	1946E		34X50	10/73	C 1215	72	$ 14,000.00
102-A-3-05-3-005	RESIDENCE=6	1	HUFFMAN RANCH	WF	1907		1270 SQ FT	01/78	C 1279	77	$ 0.00
102-A-3-06-0-001	TRAILER HOUSE	1	JED SMITH E57491		1976		8X23FT	04/76	91310	00	NOT CLASS II
102-A-3-06-0-005	TRAILER HS NASHUA	1	JED SMITH E51938	WFA	1961		8X24	05/74	91092	00	$ 0.00
102-A-4-03-0-001	BLDG HIST OFF QTR	1	CAMP LINCOLN	WF	1862		42X52FT	09/75		75	$ 100,000.00
102-A-5-04-3-001	BLDG COMB	1	CMPGRD	WF	1949E		18X30	08/72	10608	00	$ 8,510.00
102-A-5-04-3-002	BLDG COMB	1	CMPGRD	WF	1950E		18X30	08/72	10609	00	$ 0.00

*ITEM NOT MAINTAINED BY DPR.

STATE OF CALIFORNIA – THE RESOURCES AGENCY
DEPARTMENT OF PARKS AND RECREATION

FACILITY TRANSACTION DOCUMENT

1. For Improvements Acquired with Real Property:

Project _____ Grantor _____ Parcel No. _____

2. Unit Number	3. Date
304	11/15/78

TRANSACTIONS

ITEM I

4. Facility Number	5. Transaction Date	6. Operation Code	7. Description
A-3-04-2-001	Day 20 Month 10 Year 78	A	1 BLDG GAR RES

8. Location Within Unit	9. Construction Type	Year	Est.	10 Rest Year	11. Size	12. Hq. Use Only	13. DPR Maint. Resp.	14. No. of Items
RES NO 1	W F	1978	E		20 x 24		1	2002

15. Class II Inventory Code	16. Srce. Fund	17. Property Number	18. Acq. Year	19. Net Acquisition Cost	20. New Unit and Facility Number	21. Scheduled Cost	22. Sched'ed Hours	23. Insp. Per.
	50		78	6500000				

24. Work Order Number	26. Remarks
4-302-04-50	
25. Disp. Code (if applicable)	

ITEM II

4. Facility Number	5. Transaction Date	6. Operation Code	7. Description
B-1-04-0-008	Day 15 Month 10 Year 78	A	1 GRD COVER TREE

8. Location Within Unit	9. Construction Type	Year	Est.	10 Rest Year	11. Size	12. Hq. Use Only	13. DPR Maint. Resp.	14. No. of Items
SO PARKING HILL		1977	E		26400 SQ FT		1	2001

15. Class II Inventory Code	16. Srce. Fund	17. Property Number	18. Acq. Year	19. Net Acquisition Cost	20. New Unit and Facility Number	21. Scheduled Cost	22. Sched'ed Hours	23. Insp. Per.
	54		78	40000		200	30	1/2

24. Work Order Number	26. Remarks
25. Disp. Code (if applicable)	

ITEM III

4. Facility Number	5. Transaction Date	6. Operation Code	7. Description
	Day Month Year	1	

8. Location Within Unit	9. Construction Type	Year	Est.	10 Rest Year	11. Size	12. Hq. Use Only	13. DPR Maint. Resp.	14. No. of Items
							2	

15. Class II Inventory Code	16. Srce. Fund	17. Property Number	18. Acq. Year	19. Net Acquisition Cost	20. New Unit and Facility Number	21. Scheduled Cost	22. Sched'ed Hours	23. Insp. Per.

24. Work Order Number	26. Remarks
25. Disp. Code (if applicable)	

27. SURVEY INFORMATION

EXPLANATION – Reasons for proposed disposition of each item:

CERTIFICATION OF DISPOSITION: The above described property was disposed of as follows: (specify if no consideration was received).

MANNER OF DISPOSAL:

DATE OF DISPOSAL:

SIGNATURE:

Indicate whether culpable negligence was ☐ wasn't ☐ (check appropriate box) involved in loss, theft or damage.

28. REQUIRED APPROVALS – SEE BACK

1 Bob Bennett, Prop. Cust.	3	5
2 OPERATIONS MANUAL	4	6

FACILITY TRANSACTION DOCUMENT

1. For improvements acquired with real property – Send to the Technical Services Section, Acquisition and Development, for completion.

2. Unit Number – Enter park unit number.

3. Date – Enter the month, day, and year the document was filled out.

4. Facility Number – Enter the facility inventory number assigned according to the Operations Manual Section 0800.

5. Transaction Date – Fill in the day, month, and year (in that order) of the transaction.

6. Operation Code – A = add, C = change, D = delete (survey only), T = transfer or number change (Transfer to another unit: Sending unit – Code the facility number and a "T" in the Operation Code block. Receiving Unit – Code the new unit and facility number in block 20. Explain the transfer in the Remarks section. Change of a facility number: Code the facility number, a "T" in the Operation Code block, and the new unit and facility number in block 20. Explain the reason for the number change in the Remarks section). Refer to DAM for a more complete explanation of this and other transactions.

7. Description – For standard description abbreviations, see DAM 0930.

8. Location Within Unit – Describe the location of the facility in terms meaningful to Area Personnel, e.g., "opp. Camp. 33."

9. Construction – Type: For standard construction types, see the Operations Manual, Section 0800.

   Year, Est: Enter the year the facility was constructed. If the year is not known, use your most knowledgeable estimate and enter "E" in the Est block, e.g., "1943 E."

10. Rest Year – Enter the year that the facility was restored, if any.

11. Size – For standard size descriptions see the Operations Manual Section 0800.

12. Hq. Use Only – This block should always be left blank.

13. DPR Maint. Resp. – Enter "1" if DPR is responsible for maintenance of the facility and "2" if not.

14. No. of Items – Enter number of items grouped under that particular facility number. Items which are alike (same type of construction, model, year, and require the same type of maintenance) such as tables, can be grouped and given one facility number.

15. Class II Inventory Code – Enter "1" if the item is accountable, as Class II property as required by SAM. Enter "2" for items that are not, such as ground cover. Also, enter "2" for system components which have their cost listed as one total sum under the entry for the system. Enter "3" for items owned by a concessionaire.

16. Srce Fund – SAM, Section 8651, requires the source of funds be kept for each facility item. Enter one of the following codes:

    04 – General Fund-Support
    29 – State Beach, Park, Recreational & Historical Facilities Fund
    30 – State Beach, Park, Recreational & Historical Facilities Fund, 1974 Bond
    31 – Motor Vehicle Transportation Tax Fund
    32 – Off-Highway Vehicle Fund
    35 – Land and Water Conservation Fund
    36 – National Park Service
    41 – Harbors and Watercraft Revolving Fund
    50 – General Fund – C.O.
    51 – Special Deposit Fund (Lake Elsinore)
    52 – Highway Users Tax Fund
    53 – Wildlife Enhancement Fund
    54 – State Park Contingent Fund
    55 – Bagley Conservation Fund
    60 – Collier Park Preservation Fund
    LC – Locally Constructed
    GT – Gift
    FS – Federal Surplus
    CB – Concessionaire Built
    MF – Multiple Funding

17. Property Number – If the facility already has a property number, enter it in this block.

18. Acq Year – Enter the last two digits of the year the facility was acquired by the Department.

19. Net Acquisition Cost – For add transactions, enter the total acquisition cost. For change transactions, enter the amount by which you want the current cost changed. Do not enter the cost for delete and transfer transactions.

20. New Unit and Facility Number – Enter the new number when making a transfer or facility number change.

21. Scheduled Cost – Enter the amount of money scheduled for Category I maintenance for the facility (to the nearest whole dollar).

22. Scheduled Hours – Enter the number of man hours scheduled for Category I maintenance for the facility (to the nearest whole hour).

23. Insp Per – Indicate when the facility is to be inspected. For standard codes see the Operations Manual, Section 0800. (This block is optional. Only areas wishing to receive monthly listings of facilities to be inspected need to fill it out.)

24. Work Order Number – Enter the work order, service agreement or capital outlay account number from the contract for the project. For projects done by this Department, enter the PMS code.

25. Disp Code – For delete transactions, indicate the disposition of the facility with one of the following codes: 1 = Trade-in, 2 = Sale, 3 = Junk (valueless), 4 = Lost, 5 = Stolen, 6 = Destroyed, 7 = To be salvaged.

26. Remarks – Explain the action taken on the facility item.

27. Survey Information – For all delete transactions, the Survey Explanation and Certification of Disposal blocks must be completed.

28. Required Approvals –

Origin of Document	Additions & Changes	Deletes	Transfers
Area	Prop. Cust., Maint. Sup., Prop. Clerk, Maint. Spec.	Prop. Cust., Maint. Sup., Prop. Clerk, Maint. Spec., Bus. Serv. Off.	Sending & Receiving Prop. Cust. & Maint. Sup., Affected Prop. Clerks & Maint. Spec.
District	Prop. Clerk & Maint. Spec.	Prop. Clerk, Maint. Spec. Asst. Sup., Bus. Serv. Off.	Same as above

DEPARTMENT OF PARKS AND RECREATION

FACILITY DATA SHEET

AREA: DYERVILLE

UNIT: GRIZZLY CREEK

FACILITY NUMBER: 1-1-0-A5-0-0-0-1-0-0-1

☐ COMPONENT OF ABOVE FACILITY

PROPERTY NO. OF COMPONENT: _____ (if equipment)

DESCRIPTION OF FACILITY AND ITS LOCATION WITHIN THE UNIT:

BLDG. COMBO. WEST END OF CAMPGROUND - NEAR OFFICE

LIST OF COMPONENTS (if facility is comprised of component parts):

MISCELLANEOUS INFORMATION

BUILDER OR MANUFACTURER: _____

DATE CONSTRUCTED OR INSTALLED: MONTH _____ YEAR 1948

COST: ORIGINAL IF KNOWN $ _____ OR ESTIMATED REPLACEMENT VALUE $ 24,000

OTHER:

ALL EXTERIOR SIDING REMOVED, SILT WASHED OUT AND SIDING REPLACED AND REPAINTED AFTER 64 FLOOD (1965)

REFERENCE MATERIAL

LOCATION OF REFERENCE MATERIAL

INSPECTION AND MAINTENANCE SCHEDULE: SEE NEXT 2 PAGES IN MAINT. RECORDS MAP

DRAWINGS/PLANS (DWG No. 14285): FILE (STRUCTURES) AREA MAINT. OFFICE cc GC

MANUFACTURER'S INSTRUCTIONS:

OTHER: SKETCH OF FLOOR PLAN, ETC. ATTACHED

FIXTURES, ETC.	MANUFACTURER	MODEL	SIZE	VENDOR – DATE INSTALLED – GUARANTEE
WATER HEATER	DAY/NIGHT		40 GAL	20" MAX. DIA. FOR SPACE TO 73
TOILETS				
LAVATORY				
FLUSH ASSEMBLY	CRANE	32C5	1 1/4"	FORTUNA HARDWARE
FAUCETS				
URINAL				
LIGHT FIXTURES				
SPACE HEATER				
DOOR KEYS	SCHLAGE	A2314		KEY # 32456 DON'T CHANGE
SPECIAL HARDWARE				
VALVES				
OTHER				
STALL DIVIDERS	JOHNSTOWNE	36 B 10		METAL PRE-FIN. AVAILABLE FROM SANTA ROSA BUILDERS SUPPLY - 1815 N. EAST ST. S.R.

OPERATIONS MANUAL

TYPE OF CONSTRUCTION

PRIMARY CONSTR.	FOUNDATION	FLOOR COVER	WALLS – EXTERIOR	WALLS – INTERIOR	CEILING	ROOF
☐ CONCRETE	☒ CONCRETE	☒ CONCRETE	☐ CONCRETE	☐ PLASTER	☐ PLASTER	☐ COMPOSITION
☐ CONCRETE BLOCK	☐ CONCRETE BLOCK	☐ HARDWOOD	☐ CONCRETE BLOCK	☐ DRY WALL	☐ DRY WALL	☐ BUILT–UP
☒ WOOD FRAME	☐ PIERS	☐ SOFTWOOD	☐ STUCCO	☐ CONCRETE BLOCK	☐ COMP. TILE	☒ WOOD SHINGL
☐ STEEL	☐ MASONRY	☐ ASPHALT TILE	☐ WOOD – PAINT	☒ WOOD – PAINT PLY	☐ WOOD – PAINT	☐ WOOD SHAKE
☐ LOG/TIMBER	☐ PILING	☐ CARPET	☒ WOOD – NATURAL	☐ WOOD – NATURAL	☐ WOOD – NATURAL	☐ METAL
☐ MASONRY	☐	☐ PLASTIC	☐ CEMENT ASBESTOS	☐ CERAMIC TILE	☐ OPEN BEAM	☐ CONCRETE
☐ COMPOSITE	☐	☐ CERAMIC TILE	☐ PLASTIC	☐ PLASTIC	☐ PLASTIC	☐ PLASTIC
☐	☐	☐	☐	☐	☐ FABRIC	☐
					☐	☐

PAINT DATA

(Protective or decorative coatings)

		TYPE	COLOR W/ NUMBER	MANUFACTURER AND SOURCE
Interior	CEILING	OIL, SEMI-GLOSS	SPRAY GREEN #1485	FULLER w/ MILDEW RESISTANCE ADDITIVE 30z./GAL.
	WALLS	"	"	" "
	TRIM	"	"	" "
	FLOOR	NOTHING		
	SHOWER	EPOXY	WHITE # 8410	DUTCH BOY EUREKA PAINT, 1418 4th ST EUREKA
	OTHER			
Exterior	BODY	EXTERIOR LATEX	BROWN # 4479	FULLER
	TRIM	EXT. PURE PREPARED OIL	FOR GR # 1328	"

UNDERGROUND SYSTEM DATA

ELECTRICAL		number of wires and size	SEWER		WATER	
☐ STEEL CONDUIT	___"		☒ CAST IRON	4"	☐ P. V. C.	___"
☐ FIBRE DUCT	___"		☐ ORANGE BURG	___"	☐ CEMENT ASBESTOS	___"
☒ P. V. C.	1"	3 - #8	☐ VITRIFIED CLAY	___"	☒ STEEL	2"
☐	___"		☐	___"	☐	___"
☐ DIRECT BURIAL	___"		☐	___"	☐	___"

OTHER PERTINENT DATA

STATE OF CALIFORNIA – RESOURCES AGENCY
DEPARTMENT OF PARKS AND RECREATION

SCHEDULE FOR MAINTENANCE ☒ OR HOUSEKEEPING ☐

NAME OF FACILITY: BLDG. COMBO.

FACILITY NO.: 110-A-5-00-0-001

JOB DESCRIPTION	DAILY TO ANNUAL CYCLE							2 TO 5 YEAR CYCLE									PERSONAL SERVICES	
	DAILY M.H.	WEEKLY M.H.	MONTH. M.H.	QTRLY. M.H.	ANNUAL M.H.	YEARLY TOTAL M.H.	YEARLY TOTAL MAT'L.	2 YR.	3 YR.	4 YR.	5 YR.	NEXT 3 F. Y. SCHEDULED			TOTAL M.H.	TOTAL MAT'L.	CLASSIFICATION	MAN HOURS
CLEAN GUTTERS SEPT & JAN					2	2											M. ASST.	2
DRAIN WATER HEATER				15 MIN.		1											" "	1
PAINT SHOWERS (4)					10	10	8.00										PAINTER	10
PAINT INTERIOR EXCEPT STALL DIVIDERS									✓			79	82	85	32	25.00	"	32
PAINT EXT. TRIM								✓				81	83	85	4	3.00	"	4
PAINT EXTERIOR INCL. TRIM										✓		80	84	88	28	26.00	"	28
PAINT FLASHINGS					1	1	.50										"	1
LUBE ALL MOVING HARDWARE					½	½											M. ASST.	.5
GRADE OUTSIDE FOR PROPER DRAIN. 3 SIDES																	" "	3
MISC. PLUMBING REPAIRS		AS NEEDED				4	5.00										M. M. I	4
REPLACE BROKEN GLASS		AS NEEDED				2	3.00										" " "	2
REPLACE 1 TOILET SEAT EA. 2 YR.						½	4.50										" " "	.5
CLEAN ROOF (REMOVE DUFF)					2	2											M. ASST.	2
ANNUAL TOTAL MATERIAL COST:						$ 21.00												

EQUIPMENT REQUIREMENTS

TYPE: _____

WHEN NEEDED:

AREA/DISTRICT ☐ RENTAL ☐

$

SCHEDULE PREPARED BY: JOHN JONES

DATE: 10-30-78

OPERATIONS MANUAL FEBRUARY 1979 Sample 0809 (1)

STATE OF CALIFORNIA – RESOURCES AGENCY
DEPARTMENT OF PARKS AND RECREATION

SCHEDULE FOR MAINTENANCE ☐ OR HOUSEKEEPING ☒

NAME OF FACILITY: BLDG. COMBO.

FACILITY NO.: 110-A-5-00-0-001

JOB DESCRIPTION	DAILY TO ANNUAL CYCLE							2 TO 5 YEAR CYCLE									PERSONAL SERVICES	
	DAILY M.H.	WEEKLY M.H.	MONTH. M.H.	QTRLY. M.H.	ANNUAL M.H.	YEARLY TOTAL M.H.	YEARLY TOTAL MAT'L.	2 YR.	3 YR.	4 YR.	5 YR.	NEXT 3 F. Y. SCHEDULED			TOTAL M.H.	TOTAL MAT'L.	CLASSIFICATION	MAN HOURS
CLEAN 2x1 DAY JUNE - SEPT.	3					360	SEE MISC. 473										PARK AID	360
CLEAN 1x1 DAY OCT - MAY	1					240											" "	240
WASH WINDOWS EXTERIOR			2			24											" "	24
CLEAN ALLEYWAY (THOROUGH)				1		4											" "	4
CLEAN CEILING 2x1 YR					SEMI 2	4											" "	4
REMOVE WEEDS ETC. EXTERIOR				1/2		2											M. ASST.	2
ANNUAL TOTAL MATERIAL COST:						$												

EQUIPMENT REQUIREMENTS

TYPE: _____

WHEN NEEDED:

AREA/DISTRICT ☐ RENTAL ☐ $ _____

SCHEDULE PREPARED BY: PETE SMITH

DATE: 11-8-78

PREPARED 1070

STATE OF CALIFORNIA – RESOURCES AGENCY
DEPARTMENT OF PARKS AND RECREATION

SCHEDULE FOR MAINTENANCE ☐ OR HOUSEKEEPING ☒

NAME OF FACILITY: MISC. FACILITY NO.: —

JOB DESCRIPTION	DAILY TO ANNUAL CYCLE: DAILY M.H.	WEEKLY M.H.	MONTH. M.H.	QTRLY. M.H.	ANNUAL M.H.	YEARLY TOTAL M.H.	YEARLY TOTAL MAT'L.	2 TO 5 YEAR CYCLE: 2 YR.	3 YR.	4 YR.	5 YR.	NEXT 3 F. Y. SCHEDULED	TOTAL M.H.	TOTAL MAT'L.	PERSONAL SERVICES: CLASSIFICATION	MAN HOURS
Refuse disposal June - Sept.	18					2160	cans & liners 260.00								PARK AID	2160
Refuse disposal Oct. - May		16				512									" "	512
Litter pick-up Campgrd. June - Sept.	6					720	8.00								" "	720
— cases Toilet tissue							335.00	SUPPLIES FOR ALL PUBLIC RESTROOMS AND ADMIN. BLDGS THROUGHT AREA								
— cans Cleanser							20.00									
— sponges							16.00									
— mops — brooms							30.00									
— buckets							18.00									
— light bulbs							50.00									
ANNUAL TOTAL MATERIAL COST:						$	737.00									

EQUIPMENT REQUIREMENTS
TYPE: _____
WHEN NEEDED:

AREA/DISTRICT ☐ RENTAL ☐ $ _____

SCHEDULE PREPARED BY: Pete Smith

DATE: 11-28-78

OPERATIONS MANUAL FEBRUARY 1979 Sample 0809 (3)

STATE OF CALIFORNIA – RESOURCES AGENCY
DEPARTMENT OF PARKS AND RECREATION

SCHEDULE FOR MAINTENANCE ☐ OR HOUSEKEEPING ☒

NAME OF FACILITY: Pine Ridge Museum (Coe Ranch)

FACILITY NO.: 432-A-5-08-0-018

OPERATIONS MANUAL

JOB DESCRIPTION	DAILY TO ANNUAL CYCLE							2 TO 5 YEAR CYCLE									PERSONAL SERVICES	
	DAILY M.H.	WEEKLY M.H.	MONTH. M.H.	QTRLY. M.H.	ANNUAL M.H.	YEARLY TOTAL M.H.	YEARLY TOTAL MAT'L.	2 YR.	3 YR.	4 YR.	5 YR.	NEXT 3 F. Y. SCHEDULED			TOTAL M.H.	TOTAL MAT'L.	CLASSIFICATION	MAN HOURS
Clean Plexiglass			1			12	Cleaner 5.00											
Dust Pictures In Frames (Use Feather Dusters)		1				48	Duster 5.00											
Damp wipe saddles & tack		1/4				12	—											
Clean saddles & tack w/ Lexol					2	2	Lexol 7.00											
Change Para crystals in animal case		Each six months		1		2	crystals 6.00											
Check for fading photos				1		4	—											
Change lights in cases		As necessary				Approx 2	Tubes 12.00											
Check for bugs in cases and remove		As necessary				Approx. 5	—											
Check for dirt/bugs in light chambers in cases			Vacuum 1			12	—											
Clean and polish exterior cases			2			24	Polish 13.00											
ANNUAL TOTAL MATERIAL COST:						$ 48.00												

EQUIPMENT REQUIREMENTS

TYPE: _____

_____

WHEN NEEDED:

AREA/DISTRICT ☐ RENTAL ☐

$ _____

SCHEDULE PREPARED BY: Interp. Development Unit

DATE: 2/78

FEBRUARY 1979

Sample 0809 (4)

DEPARTMENT OF PARKS AND RECREATION
FACILITY SCHEDULE WORKSHEET (CATEGORY I)

1/04/79

AREA223 - MARIN AREA
UNIT231 - ANGEL ISLAND Sp

FACILITY NUMBER	DESCRIPTION	LOCATION WITHIN UNIT	NO. OF ITEMS	1978/79 SCHEDULED COST	1979/80 SCHEDULED COST	1978/79 SCHEDULED MAN HOURS	1979/80 SCHEDULED MAN HOURS	INSPEC MON OR PERIOD
231-A-1-13-2-002	BLDG STRG LUMBER	E GARRISON	1	2	5	1	2	10
231-A-1-13-2-004	BLDG STRG OIL	AYALA COVE	1	2	2	1	1	10
231-A-1-13-2-005	BLDG STRG MISC	E GARRISON	1	27	27	32	32	S3
231-A-1-13-2-006	BLDG STRG GAS	E GARRISON	1	0	0	0	0	07
231-A-1-13-2-007	BLDG STRG PAINT	E GARR QUARRY	1	0	10	0	5	10
231-A-1-13-2-008	BLDG STRG MARINE	STATE DOCK	1	0	4	0	2	01
231-A-1-15-0-001	BLDG TURNSTILE SH	AYALA COVE	1	12	0	12	0	S3
231-A-1-18-0-001	BLDG MISC	LIVERMORE RADIO	1	3	18	2	14	Q1
231-A-1-18-0-002	NIKI MISSILE SITE	PT BLUNT	1	60	10	52	4	Q1
231-A-1-18-0-003	BLDG GARB COMP	N GARRISON	1	12	1812	8	8	07
231-A-3-01-0-001	BLDG BARRACKS	VARIOUS	21	0	0	0	0	07
231-A-3-05-0-001	BLDG RES DUPLEX	N GARR APT 12-13	1	25	8025	22	22	10

*DAILY - ENTER DA
WEEKLY - ENTER WK
MONTHLY - ENTER MO
ANNUALLY - ENTER THE MONTH

QUARTERLY.
JAN, APR, JUL, OCT - ENTER Q1
FEB, MAY, AUG, NOV - ENTER Q2
MAR, JUN, SEP, DEC - ENTER Q3

SEMIANUALLY.
JAN, JUL - ENTER S1
FEB, AUG - ENTER S2
MAR, SEP - ENTER S3
APR, OCT - ENTER S4
MAY, NOV - ENTER S5
JUN, DEC - ENTER S6

DEPARTMENT OF PARKS AND RECREATION

FACILITY INSPECTION RECORD

PAGE: 1

Name of Facility: BLDG. COMBO.

Facility No. 110-A-5-00-0-001

INSPECTION SCHEDULE

☐ DAILY ☐ WEEKLY ☐ MONTHLY ☐ QUARTERLY ☐ SEMI-ANNUAL ☒ ANNUAL

SPECIFIC TIME PERIOD(S): 1st WEEK IN OCT.

LOCATION OF INSPECTION CHECK-LIST FOR THIS FACILITY: MAINT. PROGRAM GUIDELINES AREA MAINT. SUPV. DESK

DATE	INSPECTOR	INSPECTION RECORD SPECIFIC REPAIRS NEEDED AND/OR REMARKS	CHECK (X) IF BUDGET PROJECT	CHECK (✓) IF REPAIRS COMPLETED
10/15/77	JONES, SAMANTHA	WALLS AROUND WASH BASINS MEN & WOMEN NEED TOUCH-UP PAINT.		✓11-5-77
		ROOF SHINGLES BADLY CURLED & CRACKED - NEEDS NEW ROOF	3-113-04 X	
		WINDOW GLASS CRACKED - GABLE END, MEN'S SIDE - NEED LADDER		✓11-4-77
	OPERATIONS MANUAL			

DATE	INSPECTOR	INSPECTION RECORD SPECIFIC REPAIRS NEEDED AND/OR REMARKS	CHECK (X) IF BUDGET PROJECT	CHECK (✓) IF REPAIRS COMPLETED

OPERATIONS MANUAL

FEBRUARY 1979

Sample 0812

DEPARTMENT OF PARKS AND RECREATION
FACILITY MAINTENANCE INSPECTION LIST
FOR THE MONTH OF FEBUARY

02/02/79

AREA 213 - NAPA AREA
UNIT 240 - BOTHE-NAPA VALLEY SP

FACILITY NUMBER	DESCRIPTION	LOCATION WITHIN UNIT	NO. OF ITEMS	OK	REMARKS
INSPECT DAILY--					
240-E-5-00-0-02B	CHLORINATOR	5296	1	----	
240-E-5-00-0-02D	FILTERS JAC		1	----	
INSPECT WEEKLY--					
240-A-3-02-0-001	BLDG RES CABIN	ABOVE OFF RES 1	1	----	
240-A-5-02-0-001	BLDG DRESSING RM	MAIN REST RM	1	----	
240-C-6-06-1-001	PARKING	ENT	1	----	
240-C-6-06-2-001	PARKING	SWIM POOL AREA	1	----	
240-C-6-07-2-001	FACILITY NOT IN	THE INVENTORY		----	
240-C-6-09-1-001	FACILITY NOT IN	THE INVENTORY		----	
240-D-1-05-5-001	FENCE PICKET	PIONEER CEMETERY	1	----	
240-E-5-00-0-01B	TANK	ABOVE BARN	1	----	
240-E-5-00-0-01C	TANK	NEW TANK SITE	1	----	
240-E-5-00-0-01D	LINE NEW ADDIT	FROM SPRING	1	----	
240-E-5-00-0-01E	CATCHMENT BASINS	AT SPRING AREA	1	----	
240-E-5-00-0-03A	SYSTEM WATER	THOMPSON PROP	1	----	
240-E-5-00-0-03B	TANK	THOMPSON PROP	1	----	
INSPECT ONCE THIS MONTH--					
240-A-1-13-1-001	BLDG GARAGE	THOMPSON PROP	1	----	
240-A-1-13-2-001	BLDG METAL STOR	EMP TLR SITE	2	----	
240-A-3-02-0-002	BLDG RES CABIN	ABOVE OFF RES 1	1	----	
240-A-3-02-0-004	BLDG RES CABIN	MAINT SUPPLIES	1	----	
240-A-3-02-0-007	BLDG THOMP RES	THOMPSON PROP	1	----	
240-A-3-02-0-008	BLDG GUEST CABIN	THOMPSON PROP	1	----	
240-A-5-07-0-001	BLDG SHOP/TOOL	ON RITCHE CK RD	1	----	

DEPARTMENT OF PARKS AND RECREATION

111-HIOUCHI AREA — FACILITY MAINTENANCE HISTORY REPORT — SIGN MISC — 102-D-1-12-2-001

102-JEDEDIAH SMITH REDWOODS SP — RUN DATE 02/08/79

DATE	SEQ NO.	WORK ACCOMPLISHED	OTHER DESCRIPTION	PERSONNEL CLASS	EXP TYPE	MAT COSTS	MAN HOURS
07/02/75	1	SIGN CONSTRUCT	KEEP DOGS ON LEASH.	AID	1	$ 4	6
07/18/75	1	CARPENTRY	CLOSED FOR CLEANING SIGNS FOR	AID	1	2	8
07/21/75	1	CARPENTRY		AID,MASST	1	19	10
02/23/77	1		AND INSTALL SIGN	MASST,MWII	1	26	26
04/28/77	1	MISC. REPAIRS		MWI,AID	V	4	3
05/15/77	2	MISC. REPAIRS	INSTALL POST WITH SIGN ATTATC	MWI,AID	V	4	4
06/07/77	3			MWI,AID	1	40	2
07/10/77	1	BEVEL POSTS ST	AIN FASTEN SIGNS + INSTALL	MWI,MASST	1	58	2
07/17/77	1	MISC. REPAIRS	CAMP .67	MASST	V	4	2
07/20/77	1		NICKERSON RANCH TRAIL	MWI,MASST	V	15	6
07/26/77	1	MISC. REPAIRS	CAMP .7	MASST	V	4	2
07/27/77	1		SIGNS	MWI,AID	1	19	8
08/10/77	2	MISC. REPAIRS	IN PICNIC AREA	MASST	V	0	4
01/09/78	1	MISC. REPAIRS	CAMPING	OTHER	V	10	1
01/25/78	1	CONSTRUCT + IN	STALL NEW SIGN ≠JEDEDIAM SMIT	OTHER	1	31	8
08/28/78	1	CARPENTRY	SIGN + POST CONSTRUCTION	MASST	1	127	10

State of California - The Resources Agency
DEPARTMENT OF PARKS AND RECREATION
FACILITY MAINTENANCE HISTORY–WORK CARD

UNIT NUMBER: 301
FACILITY NUMBER: A-505-001

FACILITY: COMFORT STATION #4

DAY: 10 MO: 08 YR: 78

OPERATION CODE: A
SEQUENCE NUMBER: 1

MATERIAL USED	COST
5 GALLONS # 2576	35.00
1 GALLON # 129	8.00

EXPENDITURE TYPE:
CATEGORY I [X] CATEGORY II [ ] VANDALISM [ ] OTHER [ ]
DPR 476 (Rev.1/75)

TOTAL (to the nearest dollar): 4300

Equipment used	Hours
PAINT SPRAYER	6
Total	

Personnel Class
1. Carp 6. MW I
2. Aid 7. MW II
3. Grounds 8. PMS I
4. SPEO 9. PMS II
5. Rest/Ship 10. M Asst
11. Other

Code	Man Hours
6	10
2	8
Total	18

WORK ACCOMPLISHED
Circle the number of the task accomplished.

1. Exterior Painting
2. Interior Painting
3. Plumbing
4. Electrical
5. Miscellaneous Repairs
6. Landscaping
7. Roof Repairs
8. Window Repairs
9. Heating
10. Fixture Repairs
11. Storm Damage Repair
12. Other task (not listed above)

ADDITIONAL DESCRIPTION

Completed By: BOB PAINTER

DEPARTMENT OF PARKS AND RECREATION

FACILITY HISTORY ERROR REPORT

AREA 318 - FOLSOM LAKE AREA
UNIT 318 - FOLSOM LAKE SRA

RUN DATE 01/13/79

ERROR MESSAGE	UNIT AND FACIL NUM	OP CODE	DATE	SEQ NUM	EXP TYP	MAT COST	PERS CLASS	MAN HRS	WORK ACC	OTHER TASK	ADDITIONAL DESCRIPTION
FAC ON CARD NOT ON INVENTORY	318A1030001	A	100378	1	V	00055		0014	08		HOLE IN WALL
THIS CARD ALREADY ON HIST FILE	318A4060001	A	131077	1	1	00001		0005	04		
FAC ON CARD NOT ON INVENTORY	318B0000001	A	060578	1	1	00000	B	0004	12	FUEL REDUCTION	RESIDENCE = 9
FAC ON CARD NOT ON INVENTORY	318B3030006	A	300478	1	1	00000	2	0004	12	MOW AND EDGEAT	CONTACT STATION
FAC ON CARD NOT ON INVENTORY	318B8030006	A	230278	1	1	00027	6B	0016			
FAC ON CARD NOT ON INVENTORY	318C	A	060778	1	1	00000	64	0008			PUTTING IN BERGERS
FAC ON CARD NOT ON INVENTORY	318D1011007	A	091277	1	V	00010	6B	0016			
FAC ON CARD NOT ON INVENTORY	318D1071010	A	080878	1	V	00005	6B	0004	05		REINSTALL GATE
FAC ON CARD NOT ON INVENTORY	318D1120001	A	110578	1	1	00018	2	0004	12	ASSEMBLE AND	INSTALL (2) ORV SIGNS
FAC ON CARD NOT ON INVENTORY	318D210 001	A	280278	1	1	00098	B	0016	12	BUOYS	SET BUOYS
FAC ON CARD NOT ON INVENTORY	318D3070001	A	100478	1	1	00002	2	0002	12	PAINT 24GAL +	55GAL TRASH CANS
FAC ON CARD NOT ON INVENTORY	318E5000072	A	290378	1	1	00000	6B	0012			CHECK FOR POWER TO TANK

STATE OF CALIFORNIA—RESOURCES AGENCY — DEPARTMENT OF PARKS AND RECREATION

MAINTENANCE/HOUSEKEEPING SPREAD SHEET

AREA NAME: SANAPA NOMA PREPARED BY: MELISSA JONES DATE: 12-3-78 FOR MONTH OF: June

DESCRIPTION OF WORK REQUIRED	DAILY		WEEKLY		MONTHLY		QUARTERLY		ANNUALLY		TOTAL NEEDED THIS MONTH	TOTAL AVAIL. THIS MONTH	PERSONNEL CLASSIFICATIONS
	M.H/Task	M.H/Day	M.H/Task	M.H/Wk.	M.H/Task	M.H/Mo.	M.H/Task	M.H.This Month	M.H/Task	M.H.This Month			
Clean 5 Comf. Sta. 2x/day	1	10									310	310	Park Aid
Clean 3 Comf. Sta. 4x/day	1.5	12									372	372	" "
Garbage Disposal 155 cans/day	18	18									558	500	" "
Wash Window Glass 12 rest rooms			2/Bldg.	24							96		" "
Drain, Clean, Flush 50,000 Gal. water tank									32	32	32		M.M. I
Test & Operate manual controls beach generator			2	2							8		" "
Clean & Paint wood trim											24		Painter

DPR 477 (Rev. 4/72)

State of California – The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

PROJECT REQUEST
NON-RECURRING MAINTENANCE/REPAIR

F.Y. 1979-80

DATE 4-15-78

OPERATIONS DIVISION

ORGANIZATIONAL UNIT: Aspen Area 003

1 PREPARED BY: Charles M. Jones

TITLE: Park Maintenance Supv. II

2 PROJECT DESCRIPTION: Res. #13. Re roof garage, mineral sheeting over asphalt thick butt shingles. Roof is leaking in several places. Spot patching has been done, more leaks keep showing up. Speed roof clean, check surface of sheathing, replace as needed, install heavy duty thick butt asphalt shingles, 90# weight.

3 FACILITY NUMBER: 0 1 0 3 A 4 0 3 0 0 5

4 AREA PROJECT NO.: 0 0 0 3 1 0

5 DIST. PRIORITY: 72

6 ESTIMATED COSTS *(See back for breakdown)*

PERSONAL SERVICES *(Excludes available personnel)*	
STAFF BENEFITS and/or HEALTH AND WELFARE	
EQUIPMENT RENTAL *(Excludes available equipment)*	
MATERIAL AND OTHER COSTS	
CONTINGENCY 10%	
CONTRACT (Do Not Include Contingency)	500
TOTAL AMOUNT OF REQUEST	$ 500

7 DEVELOPMENT DIVISION PROJECT

- [ ] CONTRACT *(over $2500)*
- [ ] DAY LABOR/MATERIAL

AREA/DISTRICT PROJECT

- [x] CONTRACT *(under $2500)*
- [ ] DAY LABOR/MATERIAL
- [ ] MAINT. STAFF

8 Original signed by Albert P. Johnson APR 21 1978

APPROVED: DISTRICT SUPERINTENDENT DATE

APPROVED: DEVELOPMENT DIVISION, CHIEF DATE

APPROVED: CHIEF, OPERATIONS DIV. DATE

9 APPROPRIATION

BUDGET ACT OF ITEM AMOUNT $

DEVELOPMENT DIVISION CONTRACT NO.

AMOUNT OF CONTRACT $

SIGNATURE: FAC. MAINT. PROGRAM SUPV.

10 COMPLETION INFORMATION

COMPLETION DATE: COMPLETION INSPECTION BY:

TOTAL ACTUAL COMPLETED COST *(From information on back)* $

APPROVED: AREA MANAGER DATE

OPERATIONS MANUAL

E

PROJECT COST BREAKDOWN

PERSONAL SERVICES

HOURS	PERSONNEL CLASSIFICATION	ESTIMATED		ACTUAL	
		RATE	COST *	MAN HOURS	COST
STAFF BENEFITS and/or HEALTH AND WELFARE					
TOTAL PERSONAL SERVICES			$		$

EQUIPMENT RENTAL

HOURS	TYPE AND SIZE OF EQUIPMENT	ESTIMATED		ACTUAL	
		RATE	COST *	HOURS	COST
TOTAL EQUIPMENT RENTAL			$		$

MATERIAL AND OTHER COSTS

ITEM	ESTIMATED COST		ACTUAL COST
Contract: Parr Roofing, Eureka	500		
Self-sealing tab thick butt asphalt shingles 300#			
install vapor barrier felt asphalt saturated			
1/3 pitch approx 41 l.f.			
6 2/3 sq. labor & material 50 ln. ft 9" x 12" for			
hip and ridge 70 lb.			
TOTAL MATERIAL & OTHER COSTS			
SUB-TOTAL (PERSONAL SER. EQUIP. & MATERIAL)			
CONTINGENCY (10% OF SUB-TOTAL Do Not Apply to Contract)			

TOTAL ESTIMATED PROJECT COST	$ .500	
TOTAL ACTUAL PROJECT COST		$

DO NOT USE ESTIMATED COST COLUMN WHEN LISTING AVAILABLE PARK/DISTRICT PERSONNEL/EQUIPMENT

FU

State of California — The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

MAINTENANCE/REPAIR DETAIL

F.Y. 1978/79

DATE 1/28/77

OPERATIONS DIVISION: Operations

ORGANIZATIONAL UNIT: Thunderhead Area

SUBMITTED BY: Charles M. Jones

RECURRING MAINTENANCE/REPAIRS (Category I)	COLUMN 1 DAILY TO ANNUAL CYCLE	COLUMN 2 2 - 5 YEAR CYCLE (DUE THIS YEAR)	TOTAL COLUMNS 1 and 2
A--Buildings (includes historic structures and ships)	2302.00	716.00	3018.00
B--Grounds	1933.00		1933.00
C--Roads, Ramps, Parking	140.00		140.00
D--Miscellaneous Structures (excludes buildings and bridges)	3698.00	49.00	3747.00
E--Systems (fuel, utility, etc.)	2525.00	22.00	2547.00
F--Trails (includes foot bridges)	26.00		26.00
G--Interpretive Objects in Storage			
SUB-TOTAL	10,624.00		11,411.00
Contingency (7% of Sub-Total)			799.00
Equipment Repair (excludes automotive and heavy equipment)			590.00
TOTAL — CATEGORY I			$ 12,800.00
TOTAL — CATEGORY II — NON-RECURRING MAINTENANCE/REPAIRS			$ 3,300.00
TOTAL AMOUNT — MAINTENANCE/REPAIRS			$ 16,100.00

DPR 503E (Rev. 11/73)

State of California – The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

STATE PARK DAMAGE REPORT

Date May 8, 1978

Unit Name & No. Carpinteria State Beach-514 Area Name & No. Channel Coast - 510

Date of Damage May 7, 1978 Date Repairs Completed August 20, 1978

Property damaged by ☐ Vehicle Accident, ☒ Vandalism ☐ Fire (structure) ☐ Break-in ☐ Act of God
☐ Other

Responsible Party Name, Address and S.S.A. No. (if known)

Responsible Party Informed He Will Be Billed for Damages ☐ YES ☐ NO If No, Request Billing Letter.

Description of Damage (make sketch on reverse, if necessary) Photographs to be Forwarded ☐ YES ☐ NO

Combination Building #3 (mens side). One stall door splintered and broken - torn off hinges. One stall door split, one door casing split and pulled loose.

MATERIALS – ON HAND OR PURCHASED	VENDOR	Contract, Sub P.O. Or P.O. Numbers	COST
2 latch sets	Stock		22.00
1 butt hinge set	"		8.00
½ pint enamel paint	"		2.00
2 door stops (metal)	"		3.00
various hardware	"		2.50
1 - 2"x4"x5' D/F clear	"		2.50

Total Materials 40.00

LABOR – EMPLOYEE NAME	CLASSIFICATION	Hourly Salary Rate	Hours Worked	COST
L. Lopez	6767	7.13	7	49.91
T. Campbell	6766	5.94	6	35.64

Other Required Report Filed (crime, accident, etc.) ☒ YES ☐ NO Total Labor 86.55

Form Title Crime Report No. 78-120 Date 5/8/78 Total Cost 126.55

OPERATIONS MANUAL

Robert E. Clinton
Maintenance Supervisor

8-24-78
Date

DPR 529 (Rev. 12/76)

State of California – The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

STOCK ROOM REQUISITION

Division Operations Date 3/2/78

Unit or Section _____ Area Requisition No. 719-7-001

Check column labeled "X" if you have less than a 30-day supply of that item on hand.

Quantity	Unit	X	Description	Process Code*		Comments	
			Replacement Signs				
5	Ea.		R1 Stop 24"				
5	Ea.		R1 Stop 30"				
7	Ea.		R39 Yield 24"				
			Additional Signs.				
10	Ea.		W17 Stop Ahead 30"				
4	Ea.		W45 Horse Xing Symbol 24"				
4	Ea		W80 Xing 24"x12"				

(Area Number) (Fiscal Year) (Requisition Number)

SAMPLE

* Process Code
- ✓ –Filled as requested.
- A –Amount increased.
- B –Back ordered (do not re-order)
- C –Discontinued – no longer stocked.
- D –Amount decreased.
  1. Supply limited
  2. Responsible Section has put limit on Amt.
  3. To be revised soon.
  4. Other_____
- E –District Supply.

Send original and duplicate to Departmental Stock Room, Sacramento; copy will be returned with order.

Requested by: (Area)

Approved by: (District)

Filed by: (Stockroom)

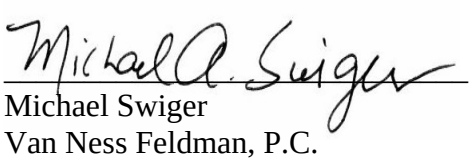
Date shipped or delivered (Stockroom-Date Shipped)

DPR 139 (Rev. 4/73)

CERTIFICATE OF SERVICE

Pursuant to Rule 2010 of the Rules of Practice and Procedure of the Federal Energy Regulatory Commission, I hereby certify that I have this day caused the foregoing document to be served upon each person designated on the official service list compiled by the Secretary in this proceeding.

Dated at Washington, DC, this 27th day of August, 2007.



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